

Kern, Inyo and Mono Counties



2001 2002

Occupational Outlook & Training Directory



A product of the California Cooperative Occupational Information System and the Kern, Inyo and Mono Workforce Investment Board through Employers' Training Resource, a Career Services Center partner and a proud member of America's Workforce Network.

Kern, Inyo and Mono Counties

2001 - 2002

Occupational Outlook & Training Directory

Sponsored by

**Kern County Board of Supervisors
Inyo County Board of Supervisors
Mono County Board of Supervisors
State of California, Employment Development Department,
Labor Market Information Division
(<http://www.calmis.cahwnet.gov>)
California Occupational Information Coordinating Committee
(<http://www.soicc.ca.gov>)**

A product of

The California Cooperative Occupational Information System (CCOIS)



Presented by

The Kern, Inyo and Mono Workforce Investment Board

Prepared and Published by

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Acknowledgments

Under the Workforce Investment Act (WIA) of 1998, the Kern, Inyo and Mono Workforce Investment Board is certified by the Governor of the State of California to set policy for the three-county region regarding workforce investment activities. These activities will benefit individuals served by WIA by helping them increase their employability and earnings as well as occupational skill attainment. As a result, these individuals will contribute to improving the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.

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- The employers of Kern, Inyo and Mono Counties who gave their valuable time and shared information for this project;
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Introduction

The 2001 - 2002 Occupational Outlook is presented by the Kern, Inyo and Mono Workforce Investment Board through the efforts of Employers' Training Resource (ETR). ETR is a department of the County of Kern that administers funds for employment and training activities and services in Kern, Inyo and Mono Counties.

The information contained in this report was collected and analyzed through a cooperative effort between ETR and the Labor Market Information Division of the California Employment Development Department (LMID/EDD) as part of a statewide project known as the California Cooperative Occupational Information System (CCOIS). The CCOIS was initiated by EDD in 1986 to determine the occupational needs of employers and to match those needs with the skills of local job seekers. The California Occupational Information Coordinating Committee (COICC) provided additional guidance.

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to ETR's Labor Market Information unit.

The 2001 - 2002 Occupational Outlook includes the input of hundreds of employers in Kern, Inyo and Mono Counties. The aggregate data represent the employment of several thousand workers in the 25 occupations studied in the three-county area. The data presented in this report are intended to provide schools, counselors, job seekers and businesses with current information and projected trends.

Key Terms

When reference is made to *all*, *almost all*, *most*, *many*, *some* or *few* of the survey respondents, the following definitions apply:

<i>All</i>	100%
<i>Almost All</i>	80% to 99%
<i>Most</i>	60% to 79%
<i>Many</i>	40% to 59%
<i>Some</i>	20% to 39%
<i>Few</i>	Less than 20%

Following are descriptions of each section of the Occupational Summaries.

Titles and Descriptions

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U. S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

Wages

The wage data enable comparison of salary ranges across occupations. The data are not intended to represent official prevailing wages. The wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. Extreme wages are excluded. One wage section is shown when the percent of union employment, as reported by employers, is greater than 80% or less than 20%. Two wage sections are shown when the percent of union employment, as reported by employers, is from 20% to 80%. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. All wage data reflect wages through September 7, 2001.

Although wage information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Introduction (continued)

When responding to the survey, employers were asked to refer to the definitions below:

New hires, no experience: Wages of persons trained or untrained but with no paid experience.

New hires, experienced: Wages paid to journey-level or experienced persons just starting at the firm.

Three years with firm, experienced: Wages generally paid to persons with three or more years of journey-level experience at the firm.

Benefits

This section provides information on fringe benefits traditionally offered by employers for full-time workers (and part-time workers, if applicable). The percentages are based on the number of employers who responded to the question.

Employer Requirements

This category presents the amount and kinds of work experience, education and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

Minimum Level of Education Required

Because the lack of education will create a barrier with some employers, their educational statements have been included in this report. This section indicates the minimum education level accepted for each occupation as reported by employers. The percentages shown are based on the number of employers responding to this question. While minimum educational requirements have been shown as the responding employers expressed them, these educational requirements are not always essential for the performance of job duties.

Experience and Training

This section indicates the percentage of responding

employers who require work experience in the occupation, accept other occupational experience, accept training as a substitute for experience and require technical or vocational training, along with the average number of months the employers prefer for experience and/or training.

Available Training

Where applicable, we have identified local training providers who offer related training for each occupation. A list of these training and education providers is located at the back of this report. Additional information about the availability of these and other occupational training opportunities may be found at the California Occupational Information Coordinating Committee (COICC) website at <http://www.soicc.ca.gov>.

Skills, Licenses and Other Requirements

The basic skills, knowledge, abilities, certification and licensing information described in this section are from information provided by LMID/EDD and not from employers in Kern, Inyo and Mono Counties who responded to the survey.

Supply and Demand

The terms used in this section of the summary refer to the relative difficulty the employers experienced in finding qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for experienced and inexperienced workers. Terms are currently defined as:

Very Difficult

Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Moderately Difficult Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may find little competition in their job search.

Not Difficult Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Recruitment Methods

Listed in this section are the most common methods used by the responding employers to recruit applicants for the occupation.

Size of Occupation

The terms used to describe the size of each occupation refer to the projected number of workers in an occupation for the period 1999 - 2006. This estimate was obtained from the Occupational Forecast Tables provided by LMID/EDD. The following scale was used to define the occupation size:

<u>Terms</u>	<u>% of Wage & Salary Employment Total</u>	<u>Kern, Inyo and Mono Counties</u>
<i>Small</i>	less than .15	310 or less
<i>Medium</i>	.15 but not .30	311 to 622
<i>Large</i>	.30 but not .65	623 to 1,349
<i>Very Large</i>	.65 and above	1,350 or more

Gender

Reporting employer response to the gender question is mandatory and is stated as a percentage of the employees represented.

Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from

the Standard Industrial Classification (SIC) as used in the 1999-2006 Occupational Forecast Tables supplied by LMID/EDD.

Projections

This section reports employers' perceptions of whether employment in an occupation declined, remained stable or grew over the past 12 months and whether the employers expect their firms' employment within an occupation to decline, remain stable or grow over the next 24 months.

Growth Rate

Growth rates for the years 1999-2006, as projected in the Occupational Forecast Tables provided by LMID/EDD, are described by their relationship to growth for all occupations in the survey area. For the period 1999-2006, the combined projected average growth rate for all occupations in Kern, Inyo and Mono Counties is 9.1 percent. One of the following standard terms is used to describe the expected growth rate for the outlook period:

<i>Much faster than average</i>	1.50 times average or more
<i>Faster than average</i>	1.10 to 1.49 times average
<i>Average</i>	0.90 to 1.09 times average
<i>Slower than average</i>	0.10 to .89 times average
<i>No significant change, or remain stable</i>	-0.10 to 0.09 times average
<i>Slow decline</i>	Less than -0.10 times average

Other Information

Hours Worked

The average number of weekly hours worked by full-time employees and part-time employees, if applicable, are shown in this section.

Introduction (continued)

Promotional Opportunities

This section shows whether the responding employers promote employees in the occupation to higher level positions.

Possible Uses for This Report

- **Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, benefits, labor demand and sources of employment and training.
- **Program Planning:** This report provides planners and administrators with local employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve or plan new programs.
- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.
- **Program Marketing:** Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- **Human Resources Management:** Small business owners and large corporation directors alike can use this report to help determine competitive wages and benefits, improve their recruitment and assess the

availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions.

Questions regarding the information contained in this report should be directed to Employers' Training Resource, Labor Market Information, (661) 336-6978 or (800) 334-5670.

For additional information about the CCOIS project and other labor market data, please visit the EDD/LMID website at <http://www.calmis.cahwnet.gov> and the California Occupational Information Coordinating Committee (COICC) Web site at: <http://www.soicc.ca.gov>.

Statement of Program Methods

The information presented in the 2001 - 2002 *Occupational Outlook Report*, unless otherwise noted, is specific to Kern, Inyo and Mono Counties. The data contained in this report were collected from May 11, 2001 through September 7, 2001. The occupations presented in this report were selected for study by Employers' Training Resource (ETR) staff and other local users of occupational information. These users include training providers, educational administrators, vocational planners and counselors, employers and others.

Occupation Selection

The following process was used to select the occupations to be included in this program. Initially, three criteria were identified by ETR staff to narrow down the list of occupations to be surveyed. The criteria were: the occupation has a substantial employment base in Kern, Inyo and Mono Counties; there is a substantial number of projected job openings in the three-county area; and the occupation has not been surveyed for the CCOIS project within the past three years.

For the first two criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by EDD were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Kern, Inyo and Mono Counties. Occupations that showed a strong projected growth rate and/or that have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

ETR staff then developed a preliminary list of occupations. With input from local employers, community organizations, training providers, ETR staff and LMID/EDD, some occupations may have been dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

Titles and Definitions

An occupation has a name or title and a definition that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles include janitor, phlebotomist, and electronics assembler.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID/EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a nurse aide would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries--health services, retail trade, manufacturing, etc.

Statement of Program Methods (continued)

This was considered for each occupation when establishing the sample of employers that would receive questionnaires. The sample comprised a cross section of various sized firms and represented major employing industries for each occupation. ETR staff reviewed and modified each sample, as appropriate, to obtain an initial list of at least 40 employers for most of the occupations. For some occupations that had a limited employer base, the sample was smaller than 40 employers. LMID/EDD reviewed and approved the edited samples before the survey began.

Questionnaire Development

A basic questionnaire was used for all occupations. This standard, two-page questionnaire was developed by LMID/EDD. A sample questionnaire is included on pages 81 and 82 of this report.

Survey Procedures

During the initial survey process, ETR staff further refined the samples since some employers responded that they did not use the occupation(s) being surveyed, were no longer in business, or for other reasons could not be included in the study. Additional employers were added to the list based on staff's knowledge of local firms or firms listed in telephone directories and on the Internet.

ETR staff used a combination of approaches to collect the data. Initially, all employers in the sample were faxed or mailed an explanation of the program with the standard questionnaire. Follow-up phone calls were made to employers who did not respond to the survey after five business days. During this follow up, ETR staff explained the project, verified that the employers used the occupation and requested their participation in the study. Employers willing to participate in the survey were encouraged to complete the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or were sent another questionnaire by fax or mail.

If the employers still did not respond after an additional five business days, they were once again contacted by phone to encourage them to return the questionnaire and once again given the opportunity to complete the questionnaire by telephone.

All completed surveys were reviewed by ETR staff for completeness and consistency. Employers were contacted if answers were unclear, incomplete, or conflicted with other responses or information obtained about the occupation.

Completed questionnaires were then coded for data entry. ETR's required response goal for most of the occupations was 15 useable surveys. However, those occupations with a small employer sample required a relatively greater response rate. Required response goals also included a minimum of three useable surveys from the major industry(ies) employing the occupation to ensure adequate representation.

Tabulation and Results

Survey responses were entered into a database and tabulated. From those tabulations, ETR staff analyzed the data, and the final occupation summaries were prepared. Each summary was then reviewed by EDD/LMID before the final report was produced.

Unless otherwise noted, each occupational summary provides information on training and hiring requirements, size of the occupation, gender, employment trends, supply/demand assessment, wages, fringe benefits, and other information.

Specific employer information is and will remain confidential.

Occupational Summaries

Kern, Inyo and Mono Counties

- Amusement and Recreation Attendants
- Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision
- Automotive Technicians (Exhaust Emissions)
- Bus and Truck Mechanics and Diesel Engine Specialists
- Bus Drivers - School
- Combined Food Preparation and Service Workers
- Computer Support Specialists
- Cooks - Institution or Cafeteria
- Driver/Sales Workers
- Education Administrators
- Food Service Managers
- Guards and Watch Guards
- Hotel Desk Clerks
- Janitors and Cleaners - Except Maids and Housekeeping Cleaners
- Licensed Vocational Nurses
- Machinery Maintenance Mechanics
- Maids and Housekeeping Cleaners
- Medical Assistants
- Order Clerks - Materials, Merchandise, and Service
- Property and Real Estate Managers and Administrators
- Registered Nurses
- Salespersons - Retail (Except Vehicle Sales)
- Secretaries, Except Legal and Medical
- Teachers, Preschool
- Traffic, Shipping, and Receiving Clerks

Amusement and Recreation Attendants

OES Code: 680140

15 Employers Responded

131 Jobs Represented

Description

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 7.00	\$ 6.25
New hires/with experience	\$ 6.25	\$ 9.00	\$ 7.00
Experienced/3+yrs. with firm	\$ 6.25	\$10.00	\$ 8.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

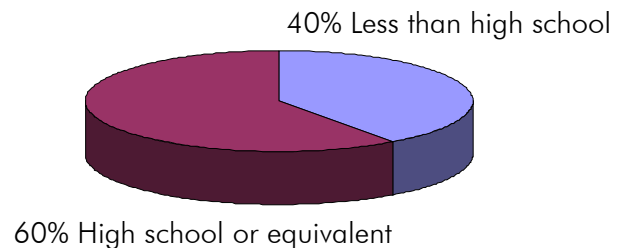
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	14%	0%	21%	0%	7%	7%	14%	86%
Dental Ins.	14%	0%	21%	0%	7%	7%	14%	86%
Vision Ins.	7%	0%	21%	0%	7%	7%	21%	86%
Life Ins.	14%	0%	14%	0%	0%	0%	29%	93%
Sick Leave	21%	0%	7%	0%	0%	0%	29%	93%
Vacation	43%	7%	7%	0%	0%	0%	7%	86%
Retire. Plan	0%	0%	21%	14%	0%	0%	36%	79%
Child Care	0%	7%	7%	0%	0%	0%	50%	86%
Other	0%	0%	0%	7%	7%	0%	50%	86%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	33%	33%	34%	8
Other Experience Accepted	70%	30%	0%	6
Training as Substitute for Experience	80%	20%	0%	6
Technical or Vocational Training Required	0%	100%	0%	0

Available Training

Our research indicates that no formal training is locally available for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Make change; operate a cash register; stand for prolonged periods; tolerate noise, dust and fumes; work independently; read and follow instructions; write legibly.

Skills in: Telephone answering; public contact; basic math; oral communication.

Amusement and Recreation Attendants (continued)

Other: Possession of a valid driver's license; good physical condition; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	87%
In-House Promotions	33%
Newspaper Ads	33%
Walk-In Applicants	27%

Size of Occupation: Small (less than 311)

Gender: 65% male; 35% female

Where the Jobs Are

Major Employing Industries:

- Miscellaneous Amusement and Recreation
- Local Government

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 7%	Remained Stable 60%	Grew 33%
----------------	------------------------	-------------

Responding employers projected employment in this occupation over the next 24 months would:

Decline 7%	Remain Stable 53%	Grow 40%
---------------	----------------------	-------------

Growth Rate: Average (9.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 18 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Assistant Manager.

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

OES Code: 939560

21 Employers Responded

264 Jobs Represented

Description

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a non-precision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$11.00	\$ 7.00
New hires/with experience	\$ 6.25	\$12.00	\$ 8.50
Experienced/3+yrs. with firm	\$ 7.00	\$15.00	\$12.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	43%	0%	33%	0%	10%	0%	14%	10%
Dental Ins.	19%	0%	38%	0%	10%	0%	33%	10%
Vision Ins.	5%	0%	19%	0%	14%	0%	62%	10%
Life Ins.	33%	0%	14%	0%	0%	0%	52%	10%
Sick Leave	62%	0%	0%	0%	5%	0%	33%	10%
Vacation	100%	0%	0%	0%	0%	0%	0%	10%
Retire. Plan	10%	0%	19%	0%	10%	0%	62%	10%
Child Care	0%	0%	0%	0%	5%	0%	95%	10%
Other	0%	0%	10%	0%	10%	0%	81%	10%

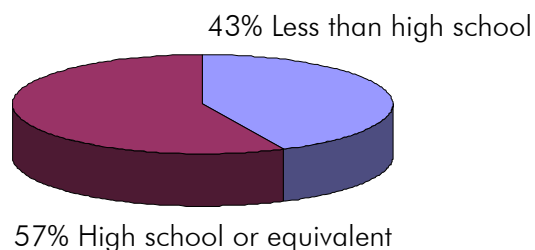
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	19%	29%	52%	15
Other Experience Accepted	40%	60%	0%	9
Training as Substitute for Experience	53%	47%	0%	6
Technical or Vocational Training Required	0%	100%	0%	0

Available Training

- Bakersfield College
- East Bakersfield High School
- Kern County Regional Occupational Program
- Taft College

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Use and read a tape measure; read blueprints; read working drawings; perform assembly work; use hand tools; operate power hand tools; do arithmetic using fractions and decimals; stand continuously for 2 or more hours; lift at least 50 lbs. repeatedly; perform routine, repetitive work; work

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision (continued)

independently; follow oral instructions; read and follow instructions; write legibly.

Skills in: Soldering; basic math.

Other: Manual dexterity; good eye-hand coordination; possession of good color perception; possession of mechanical aptitude; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	67%
Newspaper Ads	62%
Walk-In Applicants	38%
Other	38%

Size of Occupation: Large (623-1349)

Gender: 84% male; 16% female

Where the Jobs Are

Major Employing Industries:

- Miscellaneous Plastic Products
- Surgical, Medical, and Dental Instruments

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	71%	29%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
5%	38%	57%

Growth Rate: Faster Than Average (11.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 23 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (48%) promote employees from this occupation to higher level positions, such as Supervisor.

Automotive Technicians (Exhaust Emissions)

OES Code: 620281999

18 Employers Responded

33 Jobs Represented

Description

Conducts and evaluates tests on vehicles to check exhaust emissions. Reviews instructions to determine details of test to be performed. Tests vehicle on emissions analyzer. Records identifying data. Performs timing and idle speed tests using gauges, evaluates performance and adjusts performance to manufacturer specifications. Adjusts emissions analyzer settings to vehicle specifications and connects sensors to exhaust system. Starts and operates vehicle according to test program, compares performance with specifications and records results. Calibrates, cleans, and maintains test equipment and recording devices. May diagnose and repair vehicle malfunctions. May install smog control device on tested vehicle.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	N/A	N/A	N/A
New hires/with experience	\$12.00	\$22.50	\$17.85
Experienced/3+ yrs. with firm	\$12.50	\$32.50	\$20.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	22%	0%	50%	6%	0%	0%	22%	0%
Dental Ins.	6%	0%	17%	0%	0%	0%	72%	6%
Vision Ins.	6%	0%	11%	0%	0%	0%	78%	6%
Life Ins.	17%	0%	6%	0%	0%	0%	72%	6%
Sick Leave	28%	0%	0%	0%	6%	0%	61%	6%
Vacation	72%	0%	6%	0%	0%	0%	17%	6%
Retire. Plan	6%	0%	28%	0%	0%	0%	61%	6%
Child Care	0%	0%	0%	0%	6%	0%	89%	6%
Other	0%	0%	6%	0%	0%	0%	83%	6%

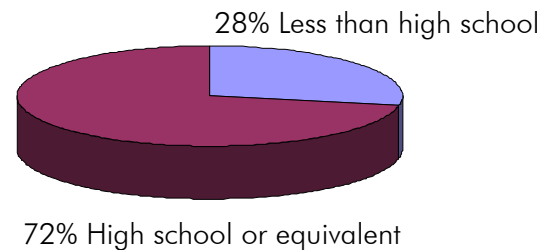
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	100%	0%	0%	22
Other Experience Accepted	11%	89%	0%	12
Training as Substitute for Experience	17%	83%	0%	10
Technical or Vocational Training Required	89%	11%	0%	19

Available Training

- Arvin High School
- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Inyo County Adult Education
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Sierra Sands Unified School District (Adult School Program)
- Taft College
- West Side Regional Occupational Program

Automotive Technicians (Exhaust Emissions) (continued)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: insufficient information

Skills in: insufficient information

Other: insufficient information

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Does Not Employ

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	78%
Employee Referrals	44%
Walk-In Applicants	28%

Size of Occupation: Medium (311-622)

Gender: 100% male

Where the Jobs Are

Major Employing Industries:

- Automobile Smog Inspection and Repair

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	72%	28%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
6%	61%	33%

Growth Rate: Information Not Available

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 43 hours per week. Part-time employees work an average of 24 hours per week.

Promotional Opportunities

Of the employers who responded to this question, some (22%) promote employees from this occupation to higher level positions, such as Manager.

Bus and Truck Mechanics and Diesel Engine Specialists

OES Code: 853110

19 Employers Responded

130 Jobs Represented

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	N/A	N/A	N/A
New hires/with experience	\$11.51	\$15.00	\$14.16
Experienced/3+yrs. with firm	\$12.66	\$20.56	\$15.94

Some employers (32%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$10.00	\$ 7.50
New hires/with experience	\$ 7.00	\$17.00	\$11.50
Experienced/3+yrs. with firm	\$ 8.00	\$22.00	\$15.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	63%	0%	32%	11%	0%	0%	5%	5%
Dental Ins.	53%	0%	21%	11%	5%	0%	21%	5%
Vision Ins.	47%	0%	21%	11%	0%	0%	32%	5%
Life Ins.	47%	0%	11%	5%	11%	0%	32%	11%
Sick Leave	47%	0%	5%	5%	0%	0%	47%	11%
Vacation	84%	5%	5%	5%	0%	0%	11%	5%
Retire. Plan	37%	0%	16%	11%	11%	0%	37%	5%
Child Care	0%	0%	0%	0%	11%	0%	89%	16%
Other	5%	0%	5%	0%	0%	0%	74%	11%

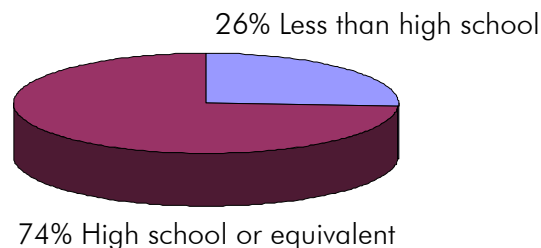
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	74%	0%	26%	20
Other Experience Accepted	47%	53%	0%	18
Training as Substitute for Experience	58%	42%	0%	11
Technical or Vocational Training Required	21%	58%	21%	14

Available Training

- Bakersfield College
- Kern High School District Regional Occupational Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate electronic automotive diagnostic equipment; operate electric testing equipment; repair diesel engines; implement safe work practices; use hand tools; lift at least 75 lbs. repeatedly; provide own hand tools; work independently; read and follow instructions; write legibly.

Bus and Truck Mechanics and Diesel Engine Specialists (continued)

Skills in: Automobile body and fender repair; shop math; welding; public contact; basic math; oral communication.

Other: Knowledge in hydraulics; knowledge of basic auto mechanics; possession of a valid Class A driver's license; possession of a valid Class B driver's license; willingness to work with close supervision; possession of a good DMV driving record.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult
Inexperienced: Very Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	74%
Employee Referrals	53%
Walk-In Applicants	42%

Size of Occupation: Medium (311-622)

Gender: 100% male

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- Local Government

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	89%	11%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	79%	21%

Growth Rate: Slower than Average (6.7%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 23 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (74%) promote employees from this occupation to higher level positions, such as Shop Foreman and Supervisor.

Bus Drivers - School

OES Code: 971110

15 Employers Responded

358 Jobs Represented

Description

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$10.37	\$14.14	\$12.07
New hires/with experience	\$10.44	\$14.14	\$12.07
Experienced/3+yrs. with firm	\$12.07	\$14.86	\$13.69

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	80%	33%	0%	27%	0%	0%	0%	7%
Dental Ins.	80%	33%	0%	27%	0%	0%	0%	7%
Vision Ins.	80%	33%	0%	27%	0%	0%	0%	7%
Life Ins.	60%	27%	0%	13%	0%	0%	20%	27%
Sick Leave	80%	53%	0%	13%	0%	0%	0%	0%
Vacation	80%	53%	0%	13%	0%	0%	0%	0%
Retire. Plan	40%	33%	33%	27%	7%	7%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%	80%	67%
Other	0%	0%	0%	0%	0%	0%	80%	67%

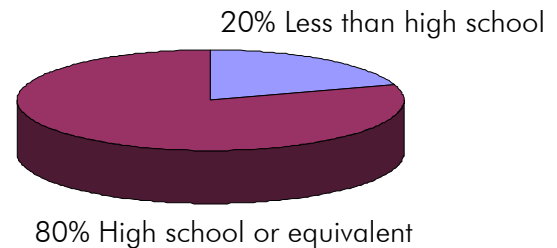
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	13%	47%	40%	6
Other Experience Accepted	13%	88%	0%	6
Training as Substitute for Experience	75%	25%	0%	6
Technical or Vocational Training Required	47%	47%	6%	5

Available Training

- Bakersfield Adult School

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Administer emergency first aid; perform cardiopulmonary resuscitation; handle crisis situations; work independently; work under pressure; exercise patience; read and follow instructions; write legibly.

Skills in: Automotive maintenance and minor repair; tire changing; map reading; basic math; oral communication.

Bus Drivers - School (continued)

Other: Possession of a valid Class B driver's license; willingness to work with close supervision; possession of a good Department of Motor Vehicle driving record.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	93%
Walk-In Applicants	60%
In-House Promotion or Transfer	40%

Size of Occupation: Large (623-1349)

Gender: 40% male; 60% female

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 67%	Grew 33%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 87%	Grow 13%
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Growth Rate: Growth Rate: Average (8.7%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 26 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (53%) promote employees from this occupation to higher level positions, such as Driver-Trainer, Lead Driver and Director.

Combined Food Preparation and Service Workers

OES Code: 650410

15 Employers Responded

225 Jobs Represented

Description

Combined Food Preparation and Service Workers do both food preparation and food service. Does not include workers who spend more than 80 percent of their time in only one of these two areas.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$6.25	\$7.00	\$6.25
New hires/with experience	\$6.25	\$8.00	\$6.50
Experienced/3+yrs. with firm	\$6.25	\$9.00	\$8.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

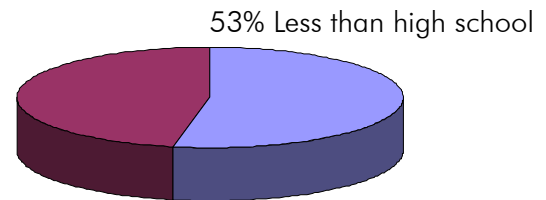
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	7%	13%	53%	20%	7%	7%	0%	53%
Dental Ins.	7%	13%	33%	13%	13%	7%	13%	60%
Vision Ins.	7%	13%	20%	7%	13%	7%	27%	67%
Life Ins.	20%	20%	0%	0%	13%	7%	33%	67%
Sick Leave	33%	20%	7%	0%	0%	0%	27%	73%
Vacation	53%	40%	7%	7%	7%	0%	0%	47%
Retire. Plan	13%	7%	20%	27%	7%	7%	27%	53%
Child Care	0%	0%	0%	0%	0%	0%	67%	93%
Other	0%	0%	0%	0%	0%	0%	47%	73%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



47% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	13%	33%	54%	7
Other Experience Accepted	50%	50%	0%	6
Training as Substitute for Experience	60%	40%	0%	3
Technical or Vocational Training Required	0%	87%	13%	5

Available Training

- Bakersfield College
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Ruggenberg Career Center
- Sierra Sands Unified School District (Adult School Program)
- West Side Regional Occupational Program

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Make change; operate a cash register; pass

Combined Food Preparation and Service Workers (continued)

a pre-employment medical examination; stand continuously for 2 or more hours; work rapidly; lift at least 30 lbs. repeatedly; work independently; follow oral instructions; read and follow instructions; write legibly.

Skills in: Fry cooking; short-order cooking; food preparation; public contact; basic math; oral communication.

Other: Willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	60%
Walk-In Applicants	53%
In-House Promotions	33%

Size of Occupation: Very Large (1350 and above)

Gender: 28% male; 72% female

Where the Jobs Are

Major Employing Industries:

- Eating and Drinking Places

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
7%	53%	40%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	67%	33%

Growth Rate: Slower Than Average (2.2%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 21 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions, such as Cook, Shift Leader and Food Service Supervisor.

Computer Support Specialists

OES Code: 251040

19 Employers Responded

120 Jobs Represented

Description

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	\$17.42	\$19.18	\$18.30
New hires/with experience	\$ 8.50	\$22.37	\$18.56
Experienced/3+ yrs. with firm	\$ 9.50	\$29.41	\$21.51

Some employers (32%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 7.50	\$17.47	\$12.95
New hires/with experience	\$ 7.50	\$22.00	\$15.00
Experienced/3+ yrs. with firm	\$12.00	\$26.00	\$17.30

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	32%	0%	63%	5%	0%	0%	0%	0%
Dental Ins.	37%	0%	42%	5%	11%	0%	5%	0%
Vision Ins.	42%	0%	37%	5%	16%	0%	0%	0%
Life Ins.	79%	0%	16%	5%	0%	0%	0%	0%
Sick Leave	89%	0%	0%	5%	0%	0%	5%	0%
Vacation	95%	0%	0%	5%	0%	0%	0%	0%
Retire. Plan	53%	0%	37%	5%	5%	0%	0%	0%
Child Care	0%	0%	0%	0%	16%	0%	79%	5%
Other	5%	0%	0%	0%	5%	0%	84%	5%

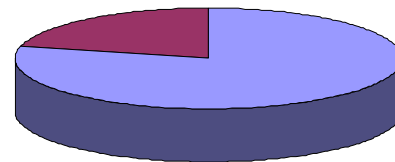
FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

21% Associate Degree



79% High School or Equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	53%	5%	42%	21
Other Experience Accepted	22%	78%	0%	15
Training as Substitute for Experience	39%	61%	0%	13
Technical or Vocational Training Required	42%	42%	16%	15

Available Training

- Bakersfield College
- California State University, Bakersfield
- Carney's Customer Education Center
- Cerro Coso Community College
- Chapman University Extension
- Frazier Mountain High School
- Kern County Regional Occupational Program
- National Training Institute, Inc.
- New Horizons Computer Learning Center
- Ridgeview High School
- Taft College

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Computer Support Specialists (continued)

Ability to: Use operating manuals; write effectively; troubleshoot; utilize good teaching techniques; work independently; work under pressure; communicate with computer literate staff; communicate technical information to non-technical staff; read and follow instructions; write legibly.

Skills in: Customer service; basic math; oral communication.

Other: Knowledge of microcomputer hardware and operating systems; knowledge of software applications; understanding of wide area networks (WAN); understanding of local area networks (LAN); willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	79%
Employee Referrals	53%
In-House Promotions	42%

Size of Occupation: Medium (311-622)

Gender: 82% male; 18% female

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- Colleges and Universities
- Local Government

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 74%	Grew 26%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 68%	Grow 32%
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Growth Rate: Much Faster Than Average (40.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 30 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (79%) promote employees from this occupation to higher level positions, such as PC Systems Manager and Supervisor.

Cooks - Institution or Cafeteria

OES Code: 650280

19 Employers Responded

237 Jobs Represented

Description

Institution or Cafeteria Cooks prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	\$ 7.00	\$12.00	\$ 9.15
New hires/with experience	\$ 7.00	\$14.84	\$10.41
Experienced/3+yrs. with firm	\$ 8.72	\$17.19	\$10.92

Some employers (68%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 7.25	\$ 7.50	\$ 7.30
New hires/with experience	\$ 7.25	\$10.00	\$ 8.50
Experienced/3+yrs. with firm	\$ 7.30	\$13.00	\$ 9.81

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	42%	11%	32%	21%	5%	0%	0%	26%
Dental Ins.	42%	11%	32%	21%	5%	0%	0%	26%
Vision Ins.	53%	11%	21%	21%	5%	0%	0%	26%
Life Ins.	53%	16%	0%	16%	11%	0%	16%	26%
Sick Leave	74%	21%	0%	11%	0%	5%	5%	21%
Vacation	74%	16%	0%	5%	0%	5%	5%	32%
Retire. Plan	26%	11%	47%	11%	5%	5%	0%	32%
Child Care	5%	0%	0%	0%	0%	0%	74%	58%
Other	0%	0%	0%	0%	0%	0%	79%	58%

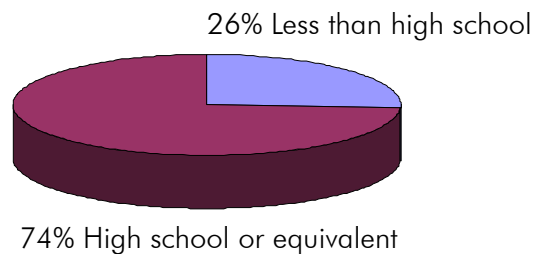
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	32%	11%	57%	10
Other Experience Accepted	47%	53%	0%	9
Training as Substitute for Experience	35%	65%	0%	6
Technical or Vocational Training Required	11%	63%	26%	6

Available Training

- Bakersfield College
- Kern High School District – Career Resource Division
- Sierra Sands Unified School District (Adult School Program)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Plan and organize the work of others; cook ethnic foods; write effectively; pass a pre-employment medical examination; lift at least 30 lbs. repeatedly; work independently; work under pressure; read and follow instructions; write legibly.

Cooks - Institution or Cafeteria (continued)

Skills in: Food baking; pastry making; food preparation; institutional cooking; meat carving; food buying; menu planning; oral communication; basic math.

Other: Willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Not Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	68%
In-House Promotion or Transfer	53%
Employee Referrals	37%
Walk-In Applicants	37%

Size of Occupation: Large (623-1349)

Gender: 30% male; 70% female

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- State Government

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	79%	21%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	84%	16%

Growth Rate: Slow Decline (-1.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 20 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (84%) promote employees from this occupation to higher level positions, such as Supervisor.

Driver/Sales Workers

OES Code: 971170

22 Employers Responded

226 Jobs Represented

Description

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	\$ 8.37	\$18.75	\$11.00
New hires/with experience	\$ 9.80	\$18.75	\$15.75
Experienced/3+yrs. with firm	\$13.86	\$25.57	\$16.75

Some employers (23%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$11.25	\$ 8.62
New hires/with experience	\$ 6.50	\$13.00	\$10.00
Experienced/3+yrs. with firm	\$ 7.00	\$19.73	\$12.08

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	57%	5%	33%	0%	0%	0%	5%	5%
Dental Ins.	43%	0%	19%	0%	5%	0%	29%	10%
Vision Ins.	43%	0%	19%	0%	0%	0%	33%	10%
Life Ins.	43%	0%	5%	0%	10%	0%	38%	10%
Sick Leave	67%	5%	0%	0%	0%	0%	29%	5%
Vacation	90%	5%	5%	0%	0%	0%	0%	5%
Retire. Plan	33%	0%	29%	0%	0%	0%	33%	10%
Child Care	0%	0%	0%	0%	5%	0%	90%	10%
Other	0%	0%	5%	0%	10%	0%	81%	10%

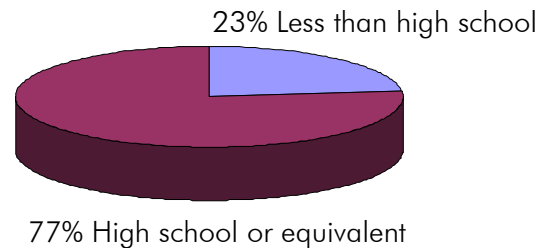
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	32%	23%	45%	17
Other Experience Accepted	65%	35%	0%	16
Training as Substitute for Experience	53%	47%	0%	2
Technical or Vocational Training Required	5%	95%	0%	0

Available Training

Driver:

- Dasmesh Truck Driving School
- Nuway Truck Driving School, Inc.
- Pacific Coast Truck School
- Union Truck Driving School
- Western Truck School

Sales:

- Bakersfield College
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- North Kern Vocational Training Center
- Proteus, Inc.
- Ruggerberg Career Center
- Tehachapi Unified School District
- West Side Regional Occupational Program

Driver/Sales Workers (continued)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Read invoices; pass a pre-employment medical examination; lift at least 50 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: Business math; record keeping; cash handling; automotive maintenance and minor repair; map reading; customer service; oral communication.

Other: Understanding of inventory techniques; bondable; possession of a valid Class A driver's license; possession of a valid Class B driver's license; knowledge of local streets; possession of a good DMV driving record; good grooming.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	73%
Newspaper Ads	45%
Walk-In Applicants	36%

Size of Occupation: Large (623-1349)

Gender: 97% male; 3% female

Where the Jobs Are

Major Employing Industries:

- Eating and Drinking Places
- Dairy Products

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
5%	50%	45%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	45%	55%

Growth Rate: Slower Than Average (1.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 15 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (55%) promote employees from this occupation to higher level positions, such as Supervisor.

Education Administrators

OES Code: 150050

15 Employers Responded

139 Jobs Represented

Description

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$30.54	\$41.91	\$33.49
New hires/with experience	\$15.00	\$43.52	\$33.49
Experienced/3+ yrs. with firm	\$17.30	\$46.31	\$34.86

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	87%	0%	13%	0%	0%	0%	0%	0%
Dental Ins.	87%	0%	7%	0%	0%	0%	7%	0%
Vision Ins.	87%	0%	7%	0%	0%	0%	7%	0%
Life Ins.	87%	0%	7%	0%	0%	0%	7%	0%
Sick Leave	100%	0%	0%	0%	0%	0%	0%	0%
Vacation	73%	0%	0%	0%	0%	0%	27%	0%
Retire. Plan	40%	0%	53%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	7%	0%	93%	0%
Other	13%	0%	7%	0%	0%	0%	73%	0%

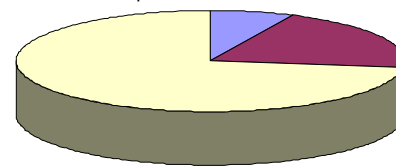
FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

7% High School or Equivalent 20% Bachelor Degree



73% Graduate Study

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	53%	27%	20%	23
Other Experience Accepted	20%	80%	0%	27
Training as Substitute for Experience	9%	91%	0%	6
Technical or Vocational Training Required	13%	87%	0%	18

Available Training

- California State University, Bakersfield
- Fresno Pacific University Graduate School – Bakersfield Center
- University of LaVerne Extension

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Plan and organize training programs; write effectively; work independently; deal effectively with difficult individuals; manage multiple priorities; write legibly.

Skills in: Budget analysis; counseling; leadership;

Education Administrators (continued)

basic math; oral communication.

Other: Willingness to work with close supervision; willingness to work nights, weekends, and holiday; willingness to travel.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
In-House Promotion or Transfer	60%
Newspaper Ads	40%
Internet	40%
Colleges/Universities	40%
Trade Journals	33%

Size of Occupation: Large (623-1349)

Gender: 62% male; 38% female

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- Colleges and Universities

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 93%	Grow 7%
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Growth Rate: Faster Than Average (10.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. There were no part-time employees for this occupation.

Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Principal, Assistant Superintendent and Superintendent.

Food Service Managers

OES Code: 150261

15 Employers Responded

48 Jobs Represented

Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$10.00	\$ 7.00
New hires/with experience	\$ 7.00	\$16.44	\$10.74
Experienced/3+yrs. with firm	\$ 8.00	\$16.44	\$13.04

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	27%	0%	47%	0%	13%	0%	13%	7%
Dental Ins.	20%	0%	33%	0%	20%	0%	27%	7%
Vision Ins.	13%	0%	27%	0%	13%	0%	47%	7%
Life Ins.	7%	0%	13%	0%	13%	0%	67%	7%
Sick Leave	60%	0%	13%	0%	0%	0%	27%	7%
Vacation	80%	0%	7%	0%	0%	0%	13%	7%
Retire. Plan	13%	0%	33%	0%	7%	0%	47%	7%
Child Care	0%	0%	0%	0%	0%	0%	100%	7%
Other	7%	0%	7%	0%	0%	0%	73%	0%

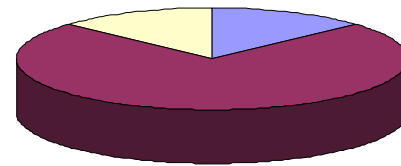
FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

13% Less Than High School 13% Associate Degree



74% High School or Equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	60%	7%	33%	17
Other Experience Accepted	50%	50%	0%	16
Training as Substitute for Experience	36%	64%	0%	11
Technical or Vocational Training Required	7%	93%	0%	15

Available Training

- Bakersfield College
- Owens Valley Career Development Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Maintain financial records; manage an activity or department; plan and organize the work of others; follow purchasing procedures; hire and assign personnel; write effectively; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: Business math; record keeping; food

Food Service Managers (continued)

preparation; catering; problem solving; public contact; customer service; oral communication.

Other: Understanding of inventory techniques; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Very Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
In-House Promotion or Transfer	73%
Newspaper Ads	40%
Employee Referrals	27%
Walk-In Applicants	27%

Size of Occupation: Medium (311-622)

Gender: 60% male; 40% female

Where the Jobs Are

Major Employing Industries:

- Eating and Drinking Places
- Hotels and Motels

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 60%	Grow 40%
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Growth Rate: Slower Than Average (7.4%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 46 hours per week. Part-time employees work an average of 25 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (73%) promote employees from this occupation to higher level positions, such as Assistant Restaurant Manager.

Guards and Watch Guards

OES Code: 630470

15 Employers Responded

521 Jobs Represented

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	\$14.75	\$14.75	\$14.75
New hires/with experience	\$10.00	\$14.75	\$12.68
Experienced/3+yrs. with firm	\$12.64	\$16.03	\$15.98

Some employers (27%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 8.00	\$ 6.75
New hires/with experience	\$ 6.25	\$ 8.25	\$ 7.00
Experienced/3+yrs. with firm	\$ 7.00	\$11.00	\$ 7.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

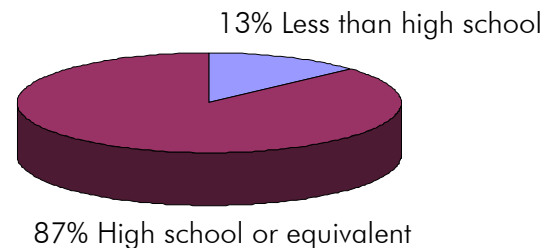
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT / PT	FT / PT	FT / PT	FT / PT	FT / PT	FT / PT	FT / PT	FT / PT
Medical Ins.	33%	7%	20%	7%	7%	0%	33%	33%
Dental Ins.	27%	7%	13%	7%	7%	0%	47%	33%
Vision Ins.	20%	7%	0%	7%	7%	0%	67%	33%
Life Ins.	33%	13%	13%	0%	13%	0%	33%	33%
Sick Leave	27%	7%	0%	7%	13%	0%	53%	33%
Vacation	47%	13%	0%	7%	7%	0%	40%	27%
Retire. Plan	20%	7%	13%	0%	7%	13%	53%	27%
Child Care	0%	0%	0%	0%	7%	0%	87%	47%
Other	13%	7%	7%	0%	0%	0%	73%	40%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	27%	27%	46%	10
Other Experience Accepted	91%	9%	0%	5
Training as Substitute for Experience	91%	9%	0%	5
Technical or Vocational Training Required	33%	40%	27%	4

Available Training

- Kern County Regional Occupational Program
- North Kern Vocational Training Center
- Sierra Safety Training Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Follow security protection procedures; administer emergency first aid; operate video surveillance equipment; use a baton; write effectively; work independently; read and follow instructions; write legibly.

Skills in: Public contact; oral communication.

Guards and Watch Guards (continued)

Other: Bondable; security guard registration (Guard Card); possession of a valid driver's license; licensed to carry firearms; possession of a reliable vehicle; possession of a clean police record; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	87%
Employee Referrals	33%
Employment Development Department	27%
Walk-In Applicants	27%

Size of Occupation: Very Large (1350 and above)

Gender: 68% male; 32% female

Where the Jobs Are

Major Employing Industries:

- Miscellaneous Business Services
- Elementary and Secondary Schools

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 20%	Remained Stable 27%	Grew 53%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 13%	Remain Stable 33%	Grow 54%
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Growth Rate: Faster Than Average (11.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (87%) promote employees from this occupation to higher level positions, such as Sergeant and Lieutenant.

Hotel Desk Clerks

OES Code: 538080

15 Employers Responded

120 Jobs Represented

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 7.50	\$ 6.50
New hires/with experience	\$ 6.25	\$ 8.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 6.25	\$10.25	\$ 8.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

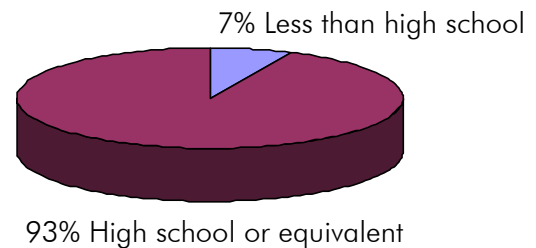
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	7%	0%	57%	14%	0%	0%	29%	64%
Dental Ins.	7%	0%	36%	7%	7%	0%	43%	71%
Vision Ins.	0%	0%	14%	0%	0%	0%	79%	79%
Life Ins.	29%	7%	14%	7%	0%	0%	50%	64%
Sick Leave	36%	7%	7%	7%	0%	0%	50%	64%
Vacation	64%	21%	7%	7%	0%	0%	21%	50%
Retire. Plan	14%	0%	21%	7%	0%	0%	57%	71%
Child Care	0%	0%	0%	0%	7%	0%	86%	79%
Other	7%	0%	0%	0%	0%	0%	86%	79%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	13%	40%	47%	9
Other Experience Accepted	78%	22%	0%	7
Training as Substitute for Experience	67%	33%	0%	7
Technical or Vocational Training Required	0%	100%	0%	0

Available Training

- Bakersfield College
- Cerro Coso Community College
- Kern High School District Regional Occupational Center
- Owens Valley Career Development Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: follow billing procedures; write effectively; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: record keeping; cash handling; public

Hotel Desk Clerks (continued)

contact; customer service; basic math; oral communication.

Other: willingness to work with close supervision; good grooming.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	80%
Walk-In Applicants	73%
Newspaper Ads	67%

Size of Occupation: Medium (311-622)

Gender: 35% male; 65% female

Where the Jobs Are

Major Employing Industries:

- Hotels and Motels

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 7%	Remain Stable 66%	Grow 27%
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Growth Rate: Average (9.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 25 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions such as Manager.

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

OES Code: 670050

17 Employers Responded

253 Jobs Represented

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids or Housekeepers.

Wages and Benefits

Wages (Union)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 9.54	\$11.00	\$ 9.92
New hires/with experience	\$ 9.92	\$13.42	\$10.52
Experienced/3+yrs. with firm	\$10.86	\$14.83	\$12.18

Some employers (32%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.25	\$ 6.50	\$ 6.25
New hires/with experience	\$ 6.25	\$ 7.00	\$ 6.50
Experienced/3+yrs. with firm	\$ 6.75	\$ 9.00	\$ 7.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not Provided</u>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Ins.	29%	0%	12%	24%	0%	0%	29%	53%
Dental Ins.	29%	0%	6%	18%	6%	0%	29%	59%
Vision Ins.	18%	0%	6%	18%	6%	0%	41%	59%
Life Ins.	29%	0%	0%	18%	0%	0%	41%	59%
Sick Leave	24%	29%	0%	12%	6%	0%	41%	35%
Vacation	53%	18%	0%	12%	0%	0%	18%	47%
Retire. Plan	12%	0%	18%	24%	0%	0%	41%	53%
Child Care	0%	0%	0%	0%	0%	0%	71%	76%
Other	0%	0%	0%	0%	0%	0%	71%	76%

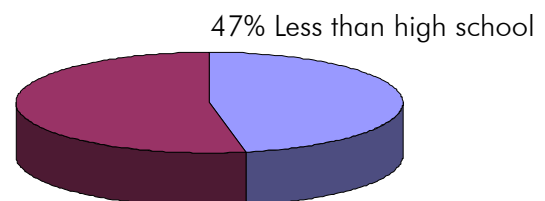
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



53% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	<u>Yes</u>	<u>No</u>	<u>Preferred but Not Required</u>	<u>Number of Months</u>
Prior Experience Required	29%	24%	47%	8
Other Experience Accepted	77%	23%	0%	7
Training as Substitute for Experience	69%	31%	0%	4
Technical or Vocational Training Required	0%	100%	0%	0

Janitors and Cleaners - Except Maids and Housekeeping Cleaners (continued)

Available Training

- Kern High School District – Career Resource Department
- Ruggenberg Career Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate floor polishing equipment; shampoo carpets; work independently; read and follow instructions; write legibly.

Skills in: Brush painting; lawn and garden care; window washing; pest extermination; painting; ceramic or floor tile repair; carpentry; basic math; oral communication.

Other: Understanding of cleaning compounds and solutions; bondable; possession of a valid driver's license; lift at least 100 lbs. repeatedly; possession of a reliable vehicle; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	76%
Employee Referrals	59%
Walk-In Applicants	53%

Size of Occupation: Very Large (1350 and above)

Gender: 69% male; 31% female

Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- Services to Dwellings and Other Buildings

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 47%	Grew 47%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 53%	Grow 47%
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Growth Rate: Slower Than Average (4.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 43 hours per week. Part-time employees work an average of 25 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (53%) promote employees from this occupation to higher level positions, such as Supervisor.

Licensed Vocational Nurses

OES Code: 325050

17 Employers Responded

150 Jobs Represented

Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$11.40	\$16.50	\$13.50
New hires/with experience	\$12.32	\$17.49	\$14.25
Experienced/3+yrs. with firm	\$12.84	\$18.55	\$15.67

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	29%	0%	65%	12%	6%	0%	0%	24%
Dental Ins.	29%	0%	47%	12%	12%	0%	12%	24%
Vision Ins.	18%	0%	53%	12%	12%	0%	18%	24%
Life Ins.	41%	6%	24%	6%	18%	0%	18%	24%
Sick Leave	82%	12%	12%	0%	0%	0%	6%	24%
Vacation	88%	12%	12%	0%	0%	0%	0%	24%
Retire. Plan	29%	0%	53%	12%	18%	6%	0%	18%
Child Care	0%	0%	0%	0%	18%	0%	82%	35%
Other	6%	0%	6%	0%	0%	0%	88%	35%

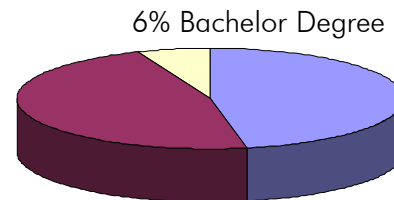
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



47% Associate Degree 47% High School or Equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	41%	18%	41%	12
Other Experience Accepted	36%	64%	0%	7
Training as Substitute for Experience	21%	79%	0%	5
Technical or Vocational Training Required	76%	24%	0%	13

Available Training

- Bakersfield College
- Cerro Coso Community College

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Complete and explain insurance forms; follow laboratory procedures; provide personal services to patients; administer an electro-cardiograph (EKG) test; administer injections; apply transferring techniques moving patients; take vital signs; detect complications in patients; write effectively; handle crisis situations; work independently; read and follow instructions; write legibly.

Licensed Vocational Nurses (continued)

Skills in: Record keeping; blood drawing; inhalation therapy; basic math; oral communication.

Other: Understanding of asepsis; knowledge of medical terminology; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	76%
Walk-In Applicants	76%
Employee Referrals	47%
Internet	24%

Size of Occupation: Large (623-1349)

Gender: 14% male; 86% female

Where the Jobs Are

Major Employing Industries:

- Hospitals
- Offices & Clinics of Medical Doctors

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 65%	Grew 29%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 76%	Grow 24%
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Growth Rate: Slower Than Average (4.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 19 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (59%) promote employees from this occupation to higher level positions, such as Registered Nurse and Director of Staff Development.

Machinery Maintenance Mechanics

OES Code: 851190

16 Employers Responded

133 Jobs Represented

Description

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.75	\$10.00	\$ 8.00
New hires/with experience	\$ 7.50	\$15.60	\$11.25
Experienced/3+yrs. with firm	\$ 9.00	\$25.00	\$14.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	38%	6%	44%	0%	0%	0%	13%	0%
Dental Ins.	31%	6%	44%	0%	0%	0%	19%	0%
Vision Ins.	25%	6%	38%	0%	0%	0%	31%	0%
Life Ins.	44%	6%	6%	0%	0%	0%	44%	0%
Sick Leave	50%	6%	0%	0%	0%	0%	44%	0%
Vacation	81%	6%	0%	0%	0%	0%	13%	0%
Retire. Plan	6%	6%	13%	0%	19%	0%	56%	0%
Child Care	0%	0%	13%	0%	0%	0%	81%	6%
Other	0%	0%	6%	0%	0%	0%	88%	6%

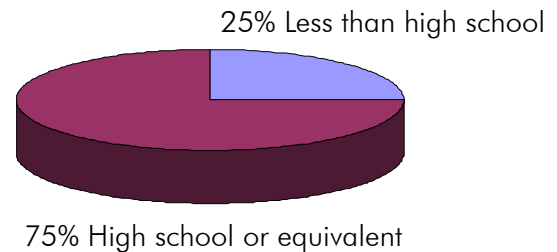
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	56%	13%	31%	16
Other Experience Accepted	57%	43%	0%	14
Training as Substitute for Experience	64%	36%	0%	7
Technical or Vocational Training Required	13%	81%	6%	9

Available Training

- Bakersfield College
- Southern Illinois University Extension
- Taft College
- West Side Regional Occupational Program

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate precision measuring instruments; read blueprints; operate power hand tools; write effectively; use service manuals; use hands, arms, and fingers; climb ladders; perform strenuous, physically demanding work; provide own hand tools; work independently; read and follow instructions; write legibly.

Machinery Maintenance Mechanics (continued)

Skills in: Shop math; welding; oral communication.

Other: Knowledge of electronic terminology; manual dexterity; possession of agility and coordination; lift at least 100 lbs. repeatedly; possession of mechanical aptitude; willingness to work with close supervision; willingness to work nights, weekends and holidays.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Very Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	56%
Employee Referrals	56%
Walk-In Applicants	38%
In-House Promotion or Transfer	25%

Size of Occupation: Small (less than 311)

Gender: 95% male; 5% female

Where the Jobs Are

Major Employing Industries:

- Oil and Gas Field Services
- Crude Petroleum and Natural Gas

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 69%	Grew 25%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 6%	Remain Stable 56%	Grow 38%
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Growth Rate: Much Faster Than Average (14.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 20 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (50%) promote employees from this occupation to higher level positions such as Foreman and Supervisor.

Maids and Housekeeping Cleaners

OES Code: 670020

19 Employers Responded

275 Jobs Represented

Description

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 8.00	\$ 6.63
New hires/with experience	\$ 6.25	\$ 8.44	\$ 6.75
Experienced/3+yrs. with firm	\$ 6.45	\$10.25	\$ 8.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	22%	0%	50%	28%	6%	0%	11%	39%
Dental Ins.	11%	0%	33%	17%	17%	6%	28%	44%
Vision Ins.	6%	0%	11%	6%	11%	6%	61%	56%
Life Ins.	39%	6%	6%	17%	6%	0%	39%	44%
Sick Leave	44%	6%	6%	6%	6%	6%	33%	50%
Vacation	67%	22%	6%	6%	6%	6%	11%	33%
Retire. Plan	17%	6%	28%	6%	6%	0%	39%	56%
Child Care	0%	0%	0%	0%	11%	6%	78%	61%
Other	0%	0%	0%	6%	0%	0%	89%	61%

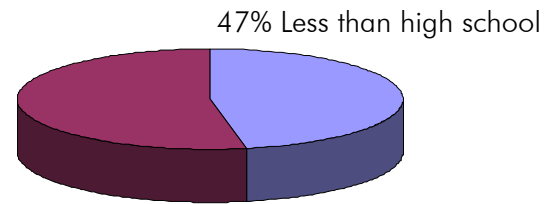
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



53% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	5%	37%	58%	8
Other Experience Accepted	58%	42%	0%	6
Training as Substitute for Experience	75%	25%	0%	4
Technical or Vocational Training Required	0%	100%	0%	0

Available Training

- Bakersfield College
- Kern High School District – Career Resource Department
- Ruggenberg Career Center

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate commercial laundry machines; operate commercial vacuum cleaners; administer emergency first aid; stand for prolonged periods; lift at least 50 lbs. repeatedly; work independently; follow oral instructions; read and follow instructions; write legibly.

Maids and Housekeeping Cleaners (continued)

Skills in: Basic math.

Other: Understanding of cleaning compounds and solutions; bondable; possession of a reliable vehicle; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	84%
Walk-In Applicants	74%
Newspaper Ads	63%

Size of Occupation: Very Large (1350 And Above)

Gender: 26% male; 74% female

Where the Jobs Are

Major Employing Industries:

- Hotels and Motels
- Hospitals
- Nursing and Personal Care Facilities

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 84%	Grew 16%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 68%	Grow 32%
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Growth Rate: Average (9.6%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 26 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (79%) promote employees from this occupation to higher level positions, such as Supervisor and Inspector.

Medical Assistants

OES Code: 660050

17 Employers Responded

119 Jobs Represented

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.50	\$ 9.00	\$ 7.68
New hires/with experience	\$ 7.00	\$10.00	\$ 9.00
Experienced/3+ yrs. with firm	\$ 7.50	\$12.00	\$10.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	65%	0%	35%	0%	0%	0%	0%	47%
Dental Ins.	59%	0%	24%	0%	6%	0%	6%	47%
Vision Ins.	41%	0%	12%	0%	18%	0%	24%	47%
Life Ins.	59%	0%	6%	0%	12%	0%	18%	47%
Sick Leave	94%	6%	0%	0%	0%	0%	6%	41%
Vacation	100%	6%	0%	0%	0%	0%	0%	41%
Retire. Plan	47%	0%	24%	0%	6%	0%	24%	47%
Child Care	0%	0%	0%	0%	12%	0%	82%	47%
Other	6%	0%	0%	0%	0%	0%	88%	47%

FT = Full-time Employees

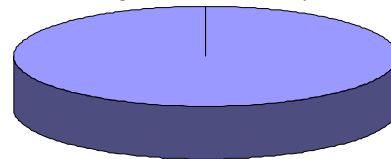
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

100% High school or equivalent



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	29%	6%	65%	12
Other Experience Accepted	50%	50%	0%	9
Training as Substitute for Experience	62%	38%	0%	9
Technical or Vocational Training Required	24%	47%	29%	9

Available Training

- Bakersfield Adult School
- California College of Vocational Careers
- Cerro Coso Community College
- Kern High School District Regional Occupational Center
- Mexican American Opportunity Foundation
- North Kern Vocational Training Center
- San Joaquin Valley College
- Santa Barbara Business College
- Sierra Sands Unified School District (Adult School Program)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Medical Assistants (continued)

Ability to: Complete and explain medical insurance forms; transcribe medical records and reports; administer an electro-cardiograph (EKG) test; administer injections; apply sterilization techniques; follow billing procedures; use word processing software; write effectively; type at least 45 wpm; handle crisis situations; work independently; read and follow instructions; write legibly.

Skills in: Blood drawing; telephone answering; basic math; oral communications.

Other: Understanding of inventory techniques; knowledge of medical terminology; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	71%
Newspaper Ads	65%
Walk-In Applicants	41%

Size of Occupation: Medium (311-622)

Gender: 7% male; 93% female

Where the Jobs Are

Major Employing Industries:

- Offices and Clinics of Doctors of Medicine

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 65%	Grew 35%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 59%	Grow 41%
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Growth Rate: Much Faster Than Average (27.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 20 hours per week.

Promotional Opportunities

Of the employers who responded to this question, some (35%) promote employees from this occupation to higher level positions, such as Medical Assistant Supervisor and Office Manager.

Order Clerks - Materials, Merchandise, and Service

OES Code: 553230

15 Employers Responded

43 Jobs Represented

Description

Materials, Merchandise, and Service Order Clerks receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates, and delays, preparing contracts, and handling complaints. Does not include workers who dispatch as well as take orders for services.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 9.00	\$ 7.00
New hires/with experience	\$ 6.25	\$13.18	\$ 9.00
Experienced/3+ yrs. with firm	\$ 8.00	\$16.48	\$10.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	27%	0%	53%	0%	0%	0%	20%	27%
Dental Ins.	20%	0%	53%	0%	0%	0%	27%	27%
Vision Ins.	20%	0%	33%	0%	0%	0%	47%	27%
Life Ins.	33%	0%	13%	0%	0%	0%	53%	27%
Sick Leave	67%	0%	0%	0%	0%	0%	33%	27%
Vacation	87%	0%	0%	0%	0%	0%	13%	27%
Retire. Plan	13%	0%	0%	0%	7%	0%	80%	27%
Child Care	0%	0%	0%	0%	0%	0%	100%	27%
Other	7%	0%	40%	0%	0%	0%	53%	27%

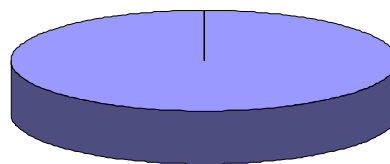
FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

100% High school or equivalent



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	27%	7%	66%	12
Other Experience Accepted	71%	29%	0%	13
Training as Substitute for Experience	64%	36%	0%	5
Technical or Vocational Training Required	7%	86%	7%	15

Available Training

- Bakersfield Adult School
- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Delano Adult School
- Inyo County Regional Occupational Program
- Kern High School District Regional Occupational Center
- McFarland Learning Center
- Mexican American Opportunity Foundation
- San Joaquin Valley College
- Santa Barbara Business College
- Taft College
- West Side Regional Occupational Program

Order Clerks - Materials, Merchandise, and Service (continued)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Process orders for products or services; accurately record and report information; write effectively; type at least 45 wpm; sit continuously for 2 or more hours; set work priorities; work independently; read and follow instructions; write legibly.

Skills in: Alphabetic and numeric filing; telephone answering; customer service; basic math; oral communication.

Other: Understanding of inventory techniques; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	67%
Newspaper Ads	40%
Walk-In Applicants	40%
Other	33%

Size of Occupation: Medium (311-622)

Gender: 44% male; 56% female

Where the Jobs Are

Major Employing Industries:

- Personnel Supply Services
- Drugs, Drug Proprietaries, and Druggists Sundries

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	73%	27%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
7%	53%	40%

Growth Rate: Average (9.6%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (47%) promote employees from this occupation to higher level positions, such as Salesperson and Supervisor.

Property and Real Estate Managers and Administrators

OES Code: 150110

15 Employers Responded

36 Jobs Represented

Description

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$16.78	\$ 9.21
New hires/with experience	\$ 6.90	\$17.26	\$11.00
Experienced/3+yrs. with firm	\$ 7.50	\$23.97	\$14.38

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	53%	0%	7%	0%	0%	0%	40%	27%
Dental Ins.	33%	0%	7%	0%	0%	0%	60%	27%
Vision Ins.	20%	0%	7%	0%	0%	0%	73%	27%
Life Ins.	20%	0%	0%	0%	7%	0%	73%	27%
Sick Leave	73%	0%	0%	0%	0%	0%	27%	27%
Vacation	93%	0%	0%	0%	0%	0%	7%	27%
Retire. Plan	7%	0%	20%	0%	0%	0%	73%	27%
Child Care	0%	0%	0%	0%	0%	0%	100%	27%
Other	7%	0%	0%	0%	0%	0%	93%	27%

FT = Full-time Employees

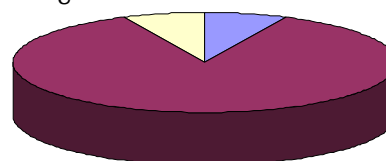
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

7% Less than high school 7% Associate Degree



86% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	40%	13%	47%	16
Other Experience Accepted	85%	15%	0%	13
Training as Substitute for Experience	23%	77%	0%	8
Technical or Vocational Training Required	7%	73%	20%	18

Available Training

- Bakersfield College
- Prudential America West School of Real Estate

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Maintain financial records; manage an activity or department; plan and organize the work of others; prepare and arrange sales contracts; handle credit and collections; hire and assign personnel; negotiate property leases; write effectively; work independently; read and follow instructions; write legibly.

Property and Real Estate Managers and Administrators (continued)

Skills in: Business math; carpentry; problem solving; public contact; oral communication.

Other: Knowledge of escrow and title functions; bondable; possession of a California real estate sales license.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	87%
In-House Promotion or Transfer	47%
Employee Referrals	33%

Size of Occupation: Small (Less Than 311)

Gender: 31% male; 69% female

Where the Jobs Are

Major Employing Industries:

- Real Estate Agents and Managers

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 73%	Grow 27%
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Growth Rate: Remain Stable (0.00%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 20 hours per week.

Promotional Opportunities

Of the employers who responded to this question, some (33%) promote employees from this occupation to higher level positions, such as Area Manager.

Registered Nurses

OES Code: 325020

16 Employers Responded

506 Jobs Represented

Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$12.00	\$20.21	\$18.00
New hires/with experience	\$15.00	\$25.00	\$20.43
Experienced/3+yrs. with firm	\$16.00	\$27.70	\$21.24

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	50%	6%	38%	25%	6%	0%	6%	19%
Dental Ins.	25%	6%	44%	19%	19%	6%	13%	19%
Vision Ins.	19%	13%	31%	19%	19%	0%	31%	19%
Life Ins.	56%	19%	25%	6%	6%	6%	13%	19%
Sick Leave	81%	38%	13%	0%	0%	0%	6%	13%
Vacation	88%	31%	13%	0%	0%	0%	0%	19%
Retire. Plan	31%	13%	50%	13%	19%	13%	0%	13%
Child Care	6%	0%	0%	0%	19%	19%	75%	31%
Other	0%	0%	0%	0%	0%	0%	94%	50%

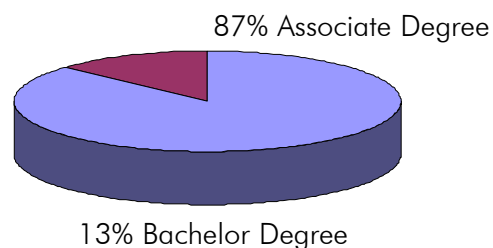
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	31%	19%	50%	15
Other Experience Accepted	23%	77%	0%	8
Training as Substitute for Experience	8%	92%	0%	6
Technical or Vocational Training Required	62%	38%	0%	20

Available Training

- Bakersfield College
- California State University, Bakersfield

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Complete and explain insurance forms; plan and organize the work of others; provide personal services to patients; administer an electro-cardiograph (EKG) test; apply transferring techniques moving patients; write effectively; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: Record keeping; intensive care treatment; public contact; basic math; oral communication.

Other: Willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Very Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	81%
Walk-in Applicants	81%
Employee Referrals	50%
Internet	31%

Size of Occupation: Very Large (1350 and Above)

Gender: 9% male; 91% female

Where the Jobs Are

Major Employing Industries:

- Hospitals
- Nursing and Personal Care Facilities

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 81%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 56%	Grow 44%
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Growth Rate: Faster Than Average (13.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 19 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (75%) promote employees from this occupation to higher level positions, such as Director of Nursing.

Salespersons - Retail (Except Vehicle Sales)

OES Code: 490112

17 Employers Responded

819 Jobs Represented

Description

Retail Salespersons (Except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 7.50	\$ 6.25
New hires/with experience	\$ 6.25	\$11.51	\$ 7.00
Experienced/3+yrs. with firm	\$ 7.00	\$17.00	\$ 9.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	35%	0%	35%	0%	0%	0%	29%	59%
Dental Ins.	35%	0%	24%	0%	0%	0%	41%	59%
Vision Ins.	12%	0%	29%	0%	0%	0%	59%	59%
Life Ins.	35%	0%	6%	0%	0%	0%	59%	59%
Sick Leave	53%	0%	0%	0%	6%	0%	41%	59%
Vacation	88%	6%	0%	0%	0%	0%	12%	53%
Retire. Plan	24%	0%	18%	6%	6%	0%	53%	53%
Child Care	0%	0%	0%	0%	0%	0%	100%	59%
Other	18%	6%	12%	12%	0%	0%	71%	41%

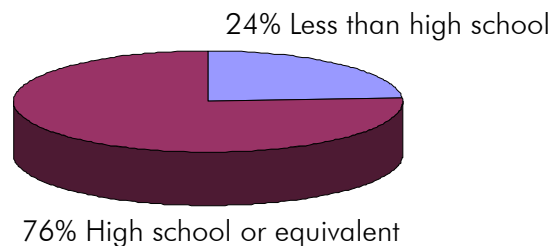
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	0%	24%	76%	9
Other Experience Accepted	92%	8%	0%	11
Training as Substitute for Experience	62%	38%	0%	3
Technical or Vocational Training Required	6%	88%	6%	4

Available Training

- Bakersfield College
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- North Kern Vocational Training Center
- Proteus, Inc.
- Ruggenberg Career Center
- Tehachapi Unified School District
- West Side Regional Occupational Program

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Write legibly; write effectively; perform basic mathematical computations; read and follow

Salespersons - Retail (Except Vehicle Sales (continued)

instructions; work independently; use a computer terminal; make change; stand for prolonged periods; operate a standard cash register; operate a computerized cash register; lift at least 50 lbs.

Skills in: Oral communication; public contact; customer service.

Other: Willingness to work with close supervision; meet employer grooming standards; knowledge of sales techniques; knowledge of inventory techniques.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Does Not Apply
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	47%
Walk-In Applicants	76%
Newspaper Ads	35%

Size of Occupation: Very Large (1350 and Above)

Gender: 52% male; 48% female

Where the Jobs Are

Major Employing Industries:

- Lumber and Other Building Materials Dealers
- Department Stores

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 12%	Remained Stable 47%	Grew 41%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 47%	Grow 53%
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Growth Rate: Slower Than Average (7.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 23 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (82%) promote employees from this occupation to higher level positions, such as Manager.

Secretaries, Except Legal and Medical

OES Code: 551080

20 Employers Responded

211 Jobs Represented

Description

Secretaries (Except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Legal and Medical Secretaries.

Wages and Benefits

Wages (Union)

	Low	High	Median
New hires/no experience	\$10.35	\$10.98	\$10.67
New hires/with experience	\$11.67	\$15.17	\$13.39
Experienced/3+yrs. with firm	\$13.07	\$18.00	\$15.25

Some employers (30%) reported that wages for this occupation are subject to collective bargaining or union agreement.

Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 9.85	\$ 7.75
New hires/with experience	\$ 6.75	\$11.51	\$ 9.50
Experienced/3+yrs. with firm	\$ 8.00	\$14.00	\$11.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

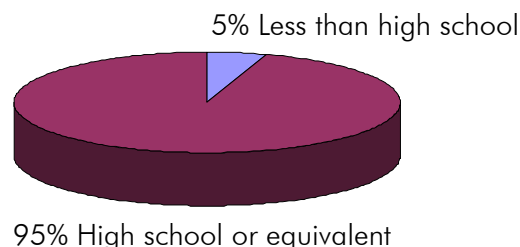
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT /	PT	FT /	PT	FT /	PT	FT /	PT
Medical Ins.	60%	5%	25%	10%	0%	0%	10%	5%
Dental Ins.	50%	5%	20%	5%	15%	0%	10%	10%
Vision Ins.	45%	5%	15%	5%	5%	0%	30%	10%
Life Ins.	65%	5%	5%	0%	5%	0%	20%	15%
Sick Leave	80%	20%	0%	0%	0%	0%	15%	0%
Vacation	85%	15%	0%	0%	0%	0%	10%	5%
Retire. Plan	35%	5%	30%	5%	5%	0%	25%	10%
Child Care	0%	0%	0%	0%	20%	0%	75%	20%
Other	10%	5%	5%	0%	0%	0%	75%	10%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	45%	10%	45%	19
Other Experience Accepted	72%	28%	0%	14
Training as Substitute for Experience	67%	33%	0%	14
Technical or Vocational Training Required	20%	65%	15%	7

Available Training

- Bakersfield Adult School
- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Delano Adult School
- Inyo County Regional Occupational Program
- Kern High School District Regional Occupational Center
- McFarland Learning Center
- Mexican American Opportunity Foundation
- North Kern Vocational Training Center
- San Joaquin Valley College
- Santa Barbara Business College
- Taft College
- West Side Regional Occupational Program

Secretaries, Except Legal and Medical (continued)

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate a transcribing machine; follow billing procedures; use spreadsheet software; use word processing software; write effectively; maintain an appointment calendar; take dictation at 100 wpm or more; type at least 60 wpm; work independently; read and follow instructions; write legibly.

Skills in: Alphabetic and numeric filing; proofreading; English grammar, spelling, and punctuation; telephone answering; basic math; oral communication.

Other: Willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	60%
Employee Referrals	45%
Walk-In Applicants	40%

Size of Occupation: Very Large (1350 and Above)

Gender: 9% male; 91% female

Where the Jobs Are

Major Employing Industries:

- Elementary & Secondary Schools
- Hospitals
- Local Government

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 90%	Grew 10%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 5%	Remain Stable 80%	Grow 15%
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Growth Rate: Slow Decline (Less Than Zero)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 29 hours per week.

Promotional Opportunities

Of the employers who responded to this question, many (40%) promote employees from this occupation to higher level positions, such as Administrative Assistant.

Teachers, Preschool

OES Code: 313030

17 Employers Responded

268 Jobs Represented

Description

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$10.03	\$ 7.13
New hires/with experience	\$ 6.35	\$10.47	\$ 7.25
Experienced/3+ yrs. with firm	\$ 7.00	\$10.83	\$ 8.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	35%	0%	18%	12%	18%	6%	24%	41%
Dental Ins.	41%	0%	0%	6%	18%	6%	35%	47%
Vision Ins.	29%	0%	0%	0%	12%	6%	53%	53%
Life Ins.	29%	0%	0%	0%	12%	6%	53%	53%
Sick Leave	65%	18%	0%	0%	0%	0%	29%	41%
Vacation	65%	18%	0%	0%	0%	0%	29%	41%
Retire. Plan	6%	6%	24%	6%	12%	12%	53%	35%
Child Care	29%	24%	24%	6%	6%	6%	35%	24%
Other	18%	12%	0%	0%	0%	0%	76%	47%

FT = Full-time Employees

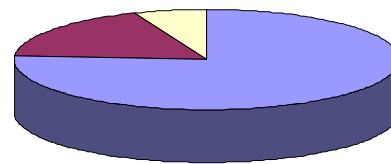
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

18% Associate Degree 6% Bachelor Degree



76% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	18%	47%	35%	7
Other Experience Accepted	56%	44%	0%	11
Training as Substitute for Experience	67%	33%	0%	7
Technical or Vocational Training Required	6%	94%	0%	6

Available Training

- Bakersfield College
- Cerro Coso Community College
- Taft College

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate audiovisual equipment; administer emergency first aid; apply principles of recreation; write effectively; work independently; work under pressure; exercise patience; read and follow instructions; write legibly.

Skills in: Oral reading; artistic; musical; supervisory; classroom management; record keeping; problem solving; basic math.

Other: Understanding of a variety of cultures; possession of a clean police record; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult
Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	59%
Walk-in Applicants	47%
Employee Referrals	41%

Size of Occupation: Large (623-1349)

Gender: 10% male; 90% female

Where the Jobs Are

Major Employing Industries:

- Child Day Care Services
- Religious Organizations

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 59%	Grew 35%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 59%	Grow 41%
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Growth Rate: Average (8.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

Promotional Opportunities

Of the employers who responded to this question, almost all (88%) promote employees from this occupation to higher level positions, such as Assistant Teacher, Teacher, Head Teacher, Assistant Director, Director.

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

20 Employers Responded

191 Jobs Represented

Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.25	\$ 8.00	\$ 7.13
New hires/with experience	\$ 6.25	\$10.00	\$ 8.00
Experienced/3+yrs. with firm	\$ 7.00	\$12.50	\$ 9.75

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	44%	0%	33%	0%	6%	0%	11%	11%
Dental Ins.	39%	0%	33%	0%	6%	0%	17%	11%
Vision Ins.	33%	0%	28%	0%	0%	0%	33%	11%
Life Ins.	56%	0%	11%	0%	6%	0%	22%	11%
Sick Leave	56%	0%	6%	0%	6%	0%	28%	11%
Vacation	78%	6%	6%	0%	6%	0%	6%	6%
Retire. Plan	17%	0%	33%	0%	6%	0%	39%	11%
Child Care	0%	0%	6%	0%	6%	0%	83%	11%
Other	6%	0%	6%	6%	6%	0%	78%	6%

FT = Full-time Employees

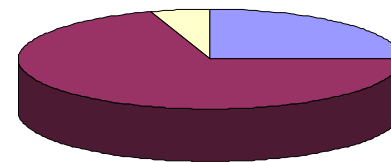
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

5% Associate Degree 25% Less than high school



70% High school or equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required	Number of Months
Prior Experience Required	15%	40%	45%	9
Other Experience Accepted	75%	25%	0%	10
Training as Substitute for Experience	83%	17%	0%	4
Technical or Vocational Training Required	5%	95%	0%	12

Available Training

- Bakersfield College

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: Operate a forklift; plan and organize the work of others; use the US & private parcel post service; write effectively; type at least 30 wpm; stand continuously for 2 or more hours; lift at least 60 lbs. repeatedly; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: Record keeping; oral communication; basic math.

Traffic, Shipping, and Receiving Clerks (continued)

Other: Understanding of inventory techniques; possession of a valid driver's license; willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	50%
Newspaper Ads	50%
Walk-In Applicants	45%

Size of Occupation: Large (623-1349)

Gender: 39% male; 61% female

Where the Jobs Are

Major Employing Industries:

- Special Industry Machinery, Except Metalworking
- Machinery
- Groceries and Related Products
- Department Stores

Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 75%	Grew 25%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 5%	Remain Stable 60%	Grow 35%
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Growth Rate: Slower Than Average (2.4%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 9.1% for the period 1999 through 2006.)

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 28 hours per week.

Promotional Opportunities

Of the employers who responded to this question, most (75%) promote employees from this occupation to higher level positions, such as Supervisor.

Occupations Summary

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm	
Amusement and Recreation Attendants	Small	Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.25 \$ 7.00 \$ 8.00	
Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision	Large	Faster Than Average	Experienced: Very Inexperienced: Moderate	\$ 7.00 \$ 8.50 \$12.00	
Automotive Technicians (Exhaust Emissions)	Information Not Available	Information Not Available	Experienced: Very Inexperienced: Does Not Employ	Not Applicable \$17.85 \$20.00	
Bus and Truck Mechanics and Diesel Engine Specialists	Medium	Slower Than Average	Experienced: Very Inexperienced: Very	<u>Union</u> N/A \$14.16 \$15.94	<u>Non-Union</u> \$ 7.50 \$11.50 \$15.00
Bus Drivers - School	Large	Average	Experienced: Moderate Inexperienced: Moderate	\$12.07 \$12.07 \$13.69	
Combined Food Preparation and Service Workers	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.25 \$ 6.50 \$ 8.00	
Computer Support Specialists	Medium	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	<u>Union</u> \$18.30 \$18.56 \$21.51	<u>Non-Union</u> \$12.95 \$15.00 \$17.30
Cooks - Institution or Cafeteria	Large	Slow Decline	Experienced: Moderate Inexperienced: Not	<u>Union</u> \$ 9.15 \$10.41 \$10.92	<u>Non-Union</u> \$ 7.30 \$ 8.50 \$ 9.81
Driver/Sales Workers	Large	Slower Than Average	Experienced: Very Inexperienced: Moderate	<u>Union</u> \$11.00 \$15.75 \$16.75	<u>Non-Union</u> \$ 8.62 \$10.00 \$12.08

Occupations Summary (continued)

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm	
Education Administrators	Large	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$33.49 \$33.49 \$34.86	
Food Service Managers	Medium	Slower Than Average	Experienced: Moderate Inexperienced: Very	\$ 7.00 \$10.74 \$13.04	
Guards and Watch Guards	Very Large	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	<u>Union</u> \$14.75 \$12.68 \$15.98	<u>Non-Union</u> \$ 6.25 \$ 7.00 \$ 7.50
Hotel Desk Clerks	Medium	Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.50 \$ 7.00 \$ 8.00	
Janitors and Cleaners - Except Maids and Housekeeping Cleaners	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	<u>Union</u> \$ 9.92 \$10.52 \$12.18	<u>Non-Union</u> \$ 6.25 \$ 6.50 \$ 7.50
Licensed Vocational Nurses	Large	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$13.50 \$14.25 \$15.67	
Machinery Maintenance Mechanics	Small	Much Faster Than Average	Experienced: Moderate Inexperienced: Very	\$ 8.00 \$11.25 \$14.00	
Maids and Housekeeping Cleaners	Very Large	Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.63 \$ 6.75 \$ 8.00	
Medical Assistants	Medium	Much Faster Than Average	Experienced: Very Inexperienced: Moderate	\$ 7.68 \$ 9.00 \$10.50	

Occupations Summary (continued)

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm	
Order Clerks - Material, Merchandise, and Service	Medium	Average	Experienced: Very Inexperienced: Moderate	\$ 7.00 \$ 9.00 \$10.00	
Property and Real Estate Managers and Administrators	Small	Remain Stable	Experienced: Moderate Inexperienced: Moderate	\$ 9.21 \$11.00 \$14.38	
Registered Nurses	Very Large	Faster Than Average	Experienced: Moderate Inexperienced: Very	\$18.00 \$20.43 \$21.24	
Salespersons - Retail (Except Vehicle Sales)	Very Large	Slower Than Average	Experienced: N/A Inexperienced: Moderate	\$ 6.25 \$ 7.00 \$ 9.00	
Secretaries, Except Legal and Medical	Very Large	Slow Decline	Experienced: Moderate Inexperienced: Moderate	<u>Union</u> \$10.67 \$13.39 \$15.25	<u>Non-Union</u> \$ 7.75 \$ 9.50 \$11.00
Teachers - Preschool	Large	Average	Experienced: Moderate Inexperienced: Moderate	\$ 7.13 \$ 7.25 \$ 8.50	
Traffic,Shipping, and Receiving Clerks	Large	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 7.13 \$ 8.00 \$ 9.75	

Training and Education

Kern, Inyo and Mono Counties

This section provides basic information about the locally available training and education programs designed to prepare persons for entry into the 25 occupations summarized in this report. It is not meant to be an all-inclusive training directory for the three-county area.

The programs cited in the following pages include certificate and degree programs offered through public secondary schools; adult education; formal apprenticeships; community colleges; private schools, colleges and universities; Regional Occupational Programs; and state universities.

The information in this section is presented first by occupation, followed by a listing of related occupational training programs and their providers. A directory of training and education providers, their addresses, phone numbers, fax numbers, and e-mail and Internet addresses (if available) is also provided. Additional information regarding these and other programs and training and education providers is available from Employers' Training Resource and at the California Occupational Information Coordinating Committee website (<http://www.soicc.ca.gov>).

Please note that the Kern, Inyo and Mono Workforce Investment Board, Employers' Training Resource and LMID/EDD do not endorse or recommend any particular training providers or programs. Additionally, while we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the education and training providers directly to verify or update information.

Related Training and Education

Amusement and Recreation Attendants (680140)

Our research indicates that formal training is locally unavailable for this occupation.

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision (939560)

- Bakersfield College
 - Industrial Technology Automated Production and Manufacturing Processes Technology
- East Bakersfield High School
 - Specialized Secondary Programs
- Kern County Regional Occupational Program
 - Composites
- Taft College
 - Industrial Technology

Automotive Technicians (Exhaust Emissions) (620281999)

- Arvin High School
 - Automotive Technology
- Bakersfield College
 - Auto Tune-up
 - Automotive Service
 - Basic Automotive Maintenance and Service
 - Industrial Technology Automotive Option
- Bakersfield Technical College
 - Auto Mechanics/Emission Control
- Cerro Coso Community College
 - Automotive Technology
- Inyo County Adult Education
 - Auto Mechanic (Beginning and Advanced)
- Inyo County Regional Occupational Program
 - Auto Mechanic
- Kern County Regional Occupational Program
 - Automotive Service
- Kern High School District Regional Occupational Center
 - Auto Technology
- North Kern Vocational Training Center
 - Auto Technology
- Sierra Sands Unified School District (Adult School Program)
 - Automotive Repair
- Taft College
 - Automotive Technology

Automotive Technicians (Exhaust Emissions) (620281999) (continued)

- West Side Regional Occupational Program
 - Automotive Technology

Bus and Truck Mechanics and Diesel Engine Specialists (853110)

- Bakersfield College
 - Diesel and Farm Equipment Service and Repair
 - Diesel and Farm Tractor Mechanics
- Kern High School District Regional Occupational Center
 - Diesel Mechanics

Bus Drivers - School (971110)

- Bakersfield Adult School
 - Bus Driver Training
 - Bus Driver Renewal

Combined Food Preparation and Service Workers (650410)

- Bakersfield College
 - Culinary Arts
- Kern County Regional Occupational Program
 - Food Services
- Kern High School District Regional Occupational Center
 - Hospitality/Hotel Occupations
- North Kern Vocational Training Center
 - Restaurant Careers
- Ruggenberg Career Center
 - Food Service Worker
- Sierra Sands Unified School District (Adult School Program)
 - Cook
- West Side Regional Occupational Program
 - Food Preparation and Service

Computer Support Specialists (251040)

- Bakersfield College
 - Computer Information Systems
 - Computer Science
 - Network Technologies
- California State University, Bakersfield
 - Computer Science

Related Training and Education (continued)

Computer Support Specialists (251040) (continued)

- Carney's Customer Education Center
Advanced Technical Training
- Cerro Coso Community College
Computer Information Systems
Computer Technology
- Chapman University Extension
Computer Science
Computer Information Systems
- Frazier Mountain High School
Computer Technology Careers
- Kern County Regional Occupational Program
Internetworking
- National Training Institute, Inc.
Computer Service Technician
- New Horizons Computer Learning Center
Computer Support Specialist/A+ Certification (CNA)
- Ridgeview High School
Information Technology Academy
- Taft College
Computer Science

Cooks - Institution or Cafeteria (650280)

- Bakersfield College
Culinary Arts
- Kern High School District - Career Resource
Department
Service Occupations
- Sierra Sands Unified School District (Adult School
Program)
Cook

Drivers/Sales Workers (971170)

Driver:

- Dasmesh Truck Driving School
Class A Truck Driving Course
- Nuway Truck Driving School, Inc.
Local Truck Driver
- Pacific Coast Truck School
Class B Truck Driver
- Union Truck Driving School
Truck Driving
- Western Truck School
Class B Truck Driver

Drivers/Sales Workers (971170) (continued)

Sales:

- Bakersfield College
General Sales
- Inyo County Regional Occupational Program
Retail Sales
- Kern County Regional Occupational Program
Retail Marketing
- North Kern Vocational Training Center
Marketing & Merchandising
- Proteus, Inc.
General Merchandising and Retail
- Ruggenberg Career Center
Retail Sales Clerk
- Tehachapi Unified School District
Retail Marketing
- West Side Regional Occupational Program
Retail Marketing

Education Administrators (150050)

- California State University, Bakersfield
Education
- Fresno Pacific University Graduate School -
Bakersfield Center
Education - Administrative Services
- University of LaVerne Extension
Educational Leadership
Educational Management

Food Service Managers (150261)

- Bakersfield College
Child Nutrition Management Program
Food Service Management
- Owens Valley Career Development Center
Hotel/Motel Management, with Restaurant and Casino
Operations

Guards and Watch Guards (630470)

- Kern County Regional Occupational Program
Criminal Justice
- North Kern Vocational Training Center
Security/Law Enforcement
- Sierra Safety Training Center
Watchman/Lookout

Related Training and Education (continued)

Hotel Desk Clerks (538080)

- Bakersfield College
Hotel/Motel Operations
- Cerro Coso Community College
Resort and Commercial Recreation Management (Resort and Recreation Emphasis)
- Kern High School District Regional Occupational Center
Hospitality/Hotel Occupations
- Owens Valley Career Development Center
Lodging Operations

Janitors and Cleaners - Except Maids and Housekeeping Cleaners (670050)

- Kern High School District - Career Resource Department
Service Occupations
- Ruggenberg Career Center
Janitor

Licensed Vocational Nurses (325050)

- Bakersfield College
Vocational Nursing
- Cerro Coso Community College
Vocational Nursing

Machinery Maintenance Mechanics (851190)

- Bakersfield College
Industrial Technology Automated Production and Manufacturing Processes Technology
- Southern Illinois University Extension
Industrial Technology
- Taft College
Industrial Technology
Petroleum Technology
Pumping Unit Mechanic/Maintenance
- West Side Regional Occupational Program
Commercial Print (Shop Maintenance)

Maids and Housekeeping Cleaners (670020)

- Bakersfield College
Hotel/Motel Operations
- Kern High School District - Career Resource Department
Service Occupations
- Ruggenberg Career Center
Motel Laundry and Houseman/Housewoman

Medical Assistants (660050)

- Bakersfield Adult School
Medical Assistant/Medical Back Office
- California College of Vocational Careers
Medical Assistant
- Cerro Coso Community College
Administrative or Clinical Medical Assisting
- Kern High School District Regional Occupational Center
Medical Assistant
- Mexican American Opportunity Foundation
Medical Office Worker
- North Kern Vocational Training Center
Medical Assistant
- San Joaquin Valley College
Clinical and Administrative Medical Assistant
- Santa Barbara Business College
Medical Assistant
- Sierra Sands Unified School District (Adult School Program)
Medical Careers

Order Clerks - Materials, Merchandise, and Service (553230)

- Bakersfield Adult School
Business Education
- Bakersfield College
General Business
- Bakersfield Technical College
Business Education
- Cerro Coso Community College
Business Office Careers
Business Office Technology
- Delano Adult School
Business Office Training
- Inyo County Regional Occupational Program
Office Procedures
- Kern High School District Regional Occupational Center
Office Occupations
- McFarland Learning Center
Vocational Business Training
- Mexican American Opportunity Foundation
Clerical Training
- San Joaquin Valley College
Administrative Office Professional

Related Training and Education (continued)

Order Clerks - Materials, Merchandise, and Service (553230) (continued)

- Santa Barbara Business College
Administrative Business Systems
- Taft College
Office Technology
- West Side Regional Occupational Program
Applied Office Skills Lab

Property and Real Estate Managers and Administrators (150110)

- Bakersfield College
Real Estate
- Prudential America West School of Real Estate
Principles of Real Estate

Registered Nurses (325020)

- Bakersfield College
Registered Nursing
- California State University, Bakersfield
Nursing

Salespersons - Retail (Except Vehicle Sales) (490112)

- Bakersfield College
General Sales
- Inyo County Regional Occupational Program
Retail Sales
- Kern County Regional Occupational Program
Retail Marketing
- North Kern Vocational Training Center
Marketing & Merchandising
- Proteus, Inc.
General Merchandising and Retail
- Ruggenberg Career Center
Retail Sales Clerk
- Tehachapi Unified School District
Retail Marketing
- West Side Regional Occupational Program
Retail Marketing

Secretaries, Except Legal and Medical (551080)

- Bakersfield Adult School
Business Education
- Bakersfield College
Administrative Office Assistant
General Business
Office Assistant II

Secretaries, Except Legal and Medical (551080) (continued)

- Bakersfield Technical College
Business Education
- Cerro Coso Community College
Business Administration
Business Office Careers
Business Office Technology
- Delano Adult School
Business Office Training
- Inyo County Regional Occupational Program
Office Procedures
- Kern High School District Regional Occupational
Center
Office Occupations
- McFarland Learning Center
Vocational Business Training
- Mexican American Opportunity Foundation
Clerical Training
- North Kern Vocational Training Center
Stenographer/Secretary
- San Joaquin Valley College
Administrative Office Professional
- Santa Barbara Business College
Administrative Business Systems
- Taft College
Office Technology
Secretarial
- West Side Regional Occupational Program
Applied Office Skills Lab

Teachers, Preschool (313030)

- Bakersfield College
Child Development and Family Relations
Licensed Family Child Care Provider Level I
Licensed Family Child Care Provider Level II
- Cerro Coso Community College
Child Development
Child Development Assistant Teacher
Child Development Associate Teacher
- Taft College
Early Childhood Education

Traffic, Shipping, and Receiving Clerks (580280)

- Bakersfield College
Management/Logistics

Training and Education Providers

Arvin High School*

900 Varsity Road
Arvin, CA 93203-2421
Phone: (661) 854-5561
Fax: (661) 854-5943
Internet URL: <http://www.khsd.k12.ca.us/arvin>
E-Mail: kmorales@khsd.k12.ca.us

*The California Partnership Academies Program and Schools to Careers Program is for high school students only.

Bakersfield Adult School

501 South Mount Vernon Avenue
Bakersfield, CA 93307-2859
Phone: (661) 835-1855
Fax: (661) 835-9612
Internet URL: <http://www.khsd.k12.ca.us/bas>
E-Mail: shandy@khsd.k12.ca.us

Bakersfield College

1801 Panorama Drive
Bakersfield, CA 93305-1299
Phone: (661) 395-4011
Fax: (661) 395-4241
Internet URL: <http://www.bc.cc.ca.us>
E-Mail: svaughn@bc.cc.ca.us

Bakersfield Technical College

186 Quantico Avenue, Suite A
Bakersfield, CA 93307-2839
Phone: (661) 859-2121
Fax: (661) 859-2126
E-Mail: ctcbtc@earthlink.net

California College of Vocational Careers

2822 F Street, Suite L
Bakersfield, CA 93301-1800
Phone: (661) 323-6791
Fax: (661) 323-6792
E-Mail: suzif@californiacollegevc.com

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1099
Phone: (661) 664-2011
Fax: (661) 664-6950
Internet URL: <http://www.csubak.edu>
E-Mail: cquintanilla@csb.edu

Carney's Customer Education Center

2001 Westwind Drive
Bakersfield, CA 93301-3054
Phone: (661) 327-0030
Fax: (661) 327-2499
Internet URL: <http://www.carneys.com>
E-Mail: info@carneys.com

Cerro Coso Community College

3000 College Heights Boulevard
Ridgecrest, CA 93555-9571
Phone: (760) 384-6100
Fax: (760) 384-6377
Internet URL: <http://www.cc.cc.ca.us>
E-Mail: bweisent@cc.cc.ca.us

Chapman University Extension

140 Methusa Avenue 95 MSS/DPEE
Edwards Air Force Base, CA 93534-1400
Phone: (661) 258-5251
Fax: (661) 258-5244
Internet URL: <http://www.chapman.edu>
E-Mail: edw@chapman.edu

Dasmesh Truck Driving School

9275 South Union Avenue
Bakersfield, CA 93307
Phone: (661) 836-1826
Fax: (661) 832-9192

Delano Adult School

1811 Princeton Street
Delano, CA 93215
Phone: (661) 720-4172
Fax: (661) 725-5852

Training and Education Providers (continued)

East Bakersfield High School*

2200 Quincy Drive
Bakersfield, CA 93306-4097
Phone: (661) 871-7221
Fax: (661) 872-6980
Internet URL: <http://www.khsd.k12.ca.us/east>
E-Mail: danderson@khsd.k12.ca.us

*The California Partnership Academies Program is for high school students only.

Frazier Mountain High School*

700 Falcon Way
Lebec, CA 93243
Phone: (661) 248-0310
Fax: (661) 248-0403
Internet URL: <http://www.el-tejon.k12.ca.us>
E-Mail: sdrumright@mail.el-tejon.k12.ca.us

*The California Partnership Academies Program is for high school students only.

Fresno Pacific University Graduate School - Bakersfield Center

1430 Truxtun Avenue
Bakersfield, CA 93301
Phone: (661) 864-1515
Fax: (661) 864-1516
Internet URL: <http://www.fresno.edu>
E-Mail: grdadmis@fresno.edu

Inyo County Adult Education

P. O. Box G
Independence, CA 93526-0607
Phone: (760) 878-2426
Fax: (760) 878-2903
E-Mail: suzette_russi@inyo.k12.ca.us

Inyo County Regional Occupational Program

P. O. Box G
Independence, CA 93526-0607
Phone: (760) 878-2426
Fax: (760) 878-2903
E-Mail: jim_meadowcroft@inyo.k12.ca.us

Kern County Regional Occupational Program

15926 K Street
Mojave, CA 93501-1713
Phone: (661) 824-9313
Fax: (661) 824-9316
E-Mail: damcqui@zeus.kern.org

Kern High School District - Career Resource Department

2727 F Street
Bakersfield, CA 93301-1817
Phone: (661) 322-7492
Fax: (661) 322-2738
Internet URL: <http://www.khsd.k12.ca.us>
E-Mail: pipra_stewart@khsd.k12.ca.us

Kern High School District Regional Occupational Center

501 South Mount Vernon Avenue
Bakersfield, CA 93307-2859
Phone: (661) 831-3327
Fax: (661) 398-8239
Internet URL: <http://www.khsd.k12.ca.us/roc>

McFarland Learning Center

599 5th Street
McFarland, CA 93250-1174
Phone: (661) 792-3178
Fax: (661) 792-6758

National Training Institute, Inc.

200 China Grade Loop, Suite E
Bakersfield, CA 93308-1735
Phone: (661) 393-1425
Fax: (661) 393-7615
Internet URL: <http://www.ntiusa.com>
E-Mail: cynthias@bakersfield.ntiusa.com

Training and Education Providers (continued)

New Horizons Computer Learning

5121 Stockdale Highway, Suite 150
Bakersfield, CA 93309-2665

2nd location:

1431 Rosamond Boulevard, Suite 14E
Rosamond, CA 93560-7428

Phone: (661) 397-3606

Fax: (661) 834-0682

Internet URL: <http://www.newhorizons.com>

E-Mail: nhinfo@nhbakersfield.com

North Kern Vocational Training Center

2150 7th Street
Wasco, CA 93280-1563

Phone: (661) 758-3045

Fax: (661) 758-5956

E-Mail: gisanti@zeus.kern.org

Nuway Truck Driving School, Inc.

490 Belle Terrace
Bakersfield, CA 93307-3654

Phone: (661) 861-0192

Fax: (661) 861-0103

E-Mail: tdsnuway@acninc.com

Owens Valley Career Development Center

P. O. Box 1467
Bishop, CA 93515-1467

270 North See Vee Lane
Bishop, CA 93514-8067

Phone: (760) 873-5107

Fax: (760) 873-4107

E-Mail: consovc@qnet.com

Pacific Coast Truck School

5800 State Road, Suite 7
Bakersfield, CA 93308-3039

Phone: (661) 392-9283

Fax: (661) 399-5627

Proteus, Inc.

1427 South Lexington Street, Suite 2
Delano, CA 93215-9700

Phone: (661) 725-0803

Fax: (661) 725-5638

Internet URL: <http://www.proteusinc.org>

E-Mail: proteus@proteusinc.org

Prudential America West School of Real Estate

1820 Westwind Drive
Bakersfield, CA 93301-3027

Phone: (661) 334-4000

Fax: (661) 334-4140

Internet URL: <http://www.pruamericawest.com>

E-Mail: kallison@pruamericawest.com

Ridgeview High School*

8501 Stine Road
Bakersfield, CA 93313

Phone: (661) 398-3100

Fax: (661) 398-9758

Internet URL: <http://www.khsd.k12.ca.us/ridgeview>

E-Mail: padavis@khsd.k12.ca.us

*The California Partnership Academies Program is for high school students only.

Ruggenberg Career Center

610 Ansol Lane
Bakersfield, CA 93306-6512

Phone: (661) 366-4401

Fax: (661) 363-0828

E-Mail: Lu_Fleming@khsd.k12.ca.us

San Joaquin Valley College, Inc.

201 New Stine Road
Bakersfield, CA 93309-2659

Phone: (661) 834-0126

Fax: (661) 834-1021

Internet URL: <http://www.sjvc.com>

E-Mail: billL@sjvc.com

Training and Education Providers (continued)

Santa Barbara Business College

211 South Real Road
Bakersfield, CA 93309-2139
Phone: (661) 835-1100
Fax: (661) 835-0242
Internet URL: <http://www.sbbcollege.com>
E-Mail: sbbcbk@aol.com

Sierra Safety Training Center

P. O. Box 42216
Bakersfield, CA 93384-2216
7001 McDivitt Drive, Suite D
Bakersfield, CA 93313-2030
Phone: (661) 827-0115
Fax: (661) 827-0558
E-Mail: sierrasafetytrainingcenter@juno.com

Sierra Sands Unified School District (Adult School Program)

140 West Drummond Avenue
Ridgecrest, CA 93555-3118
Phone: (760) 446-5872
Fax: (760) 499-7053
Internet URL: <http://www.ssusd.org>

Southern Illinois University Extension

140 Methusa Avenue
Edwards Air Force Base, CA 93524-1400
Phone: (661) 258-7357
Fax: (661) 258-8737
Internet URL: <http://www.siu.edu>
E-Mail: gpehlvanian@hotmail.com

Taft College

29 Emmons Park Drive
Taft, CA 93268-2317
Phone: (661) 763-7700
Fax: (661) 763-7705
Internet URL: <http://www.taft.cc.ca.us>
E-Mail: sliddell@taft.org

Tehachapi Unified School District

711 Anita Drive
Tehachapi, CA 93561
Phone: (661) 822-2130
Fax: (661) 822-2207
Internet URL: <http://www.teh.k12.ca.us>
E-Mail: tbarker@teh.k12.ca.us

Union Truck Driving School

2201 South Union Avenue
Bakersfield, CA 93307
Phone: (661) 827-9010
Fax: (661) 396-9884

University of LaVerne Extension

P. O. Box 153
Bakersfield, CA 93302-0153
1430 Truxtun Avenue, Suite 120
Bakersfield, CA 93301-0153
Phone: (661) 328-1430 or (800) 695-4858, Ext. 5220
Fax: (661) 328-1378
Internet URL: <http://www.ulv.edu>
E-Mail: haughtl@ulv.edu

West Side Regional Occupational Program

P. O. Box 1337
Taft, CA 93268-1337
515 9th Street
Taft, CA 93268
Phone: (661) 765-7185
Fax: (661) 765-7187
E-Mail: dcloud@zeus.kern.org

Western Truck School

3550 Fruitvale Avenue
Bakersfield, CA 93308-5106
Phone: (661) 588-4429
Fax: (661) 588-4769

Previously Surveyed Occupations

Listed below are occupations that Employers' Training Resource has previously surveyed since 1990 for Kern, Inyo and Mono Counties under the California Cooperative Occupational Information System (CCOIS) project. Prior to the survey year 2000, Kern County occupations were surveyed separately from Inyo and Mono Counties occupations. Summaries of these occupations are available through Employers' Training Resource or at the state of California Employment Development Department website: <http://www.calmis.cahwnet.gov>

Kern, Inyo, and Mono Counties

Occupation	OES Code	Survey Year
Bartenders	650050	2000
Bus Drivers	971080	2000
Call Center Workers	5312309099	2000
Child Care Workers	680380	2000
Civil Engineers	221210	2000
Correction Officers and Jailers	630170	2000
Dental Hygienists	329080	2000
Dispatchers, Except Police, Fire and Ambulance	580050	2000
Electrical and Electronic Engineers	221260	2000
Employment Interviewers - Private or Public Employment Service	215080	2000
Financial Managers	130020	2000
Forklift Operators	921683999	2000
Home Health Aides	660110	2000
Legal Secretaries	551020	2000
Lodging Managers	150262	2000
Marketing, Advertising, and Public Relations Managers	130110	2000
Packaging and Filling Machine Operators and Tenders	929740	2000
Personnel, Training, and Labor Relations Managers	130050	2000
Radiologic Technologists	329190	2000
Roofers	878080	2000
Teachers and Instructors - Vocational Education and Training	313140	2000
Teachers - Special Education	313110	2000
Telephone and Cable TV Line Installers and Repairers	857020	2000
Tire Repairers and Changers	859530	2000
Welders and Cutters	939140	2000

Previously Surveyed Occupations (continued)

Kern County

Occupation	OES Code	Survey Year
Accountants and Auditors	211140	1999
Automotive Body and Related Repairers	853050	1997
Automotive Mechanics	853020	1999
Bakers—Bread and Pastry	650210	1999
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	553380	1998
Bus and Truck Mechanics and Diesel Engine Specialists	853110	1998
Computer Aided Design (CAD) Technicians	003362999	1999
Computer Programmers, Including Aides	251051	1998
Cooks - Restaurant	650260	1997
Counter and Rental Clerks	490170	1999
Data Processing Equipment Repairers	857050	1997
Dental Assistants	660020	1998
Electricians	872020	1998
Farm Equipment Mechanics	853210	1997
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations	510020	1999
Food Preparation Workers	650380	1998
Gaugers	950170	1997
General Office Clerks	553470	1999
Graders and Sorters - Agricultural Products	790110	1997
Guards and Watch Guards	630470	1998
Hairdressers, Hairstylists, and Cosmetologists	680050	1999
Hand Packers and Packagers	989020	1997
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	859020	1997
Hosts, Hostesses - Restaurant, Lounge or Coffee Shop	650020	1994
Hotel Desk Clerks	538080	1998
Instructional Aides	315211	1999
Janitors and Cleaners - Except Maids and Housekeeping Cleaners	670050	1998
Machinists	891080	1999
Maids and Housekeeping Cleaners	670020	1998
Medical Records Technicians	329110	1999
Medical Secretaries	551050	1997
Network Control Technicians	031262995	1998
Operating Engineers	979560	1998
Personnel, Training, and Labor Relations Specialist	215110	1997
Pharmacy Technicians	325180	1999
Receptionists and Information Clerks	553050	1997
Registered Nurses	325020	1998
Salespersons - Parts	490140	1999

Previously Surveyed Occupations (continued)

Kern County (continued)

Occupation	OES Code	Survey Year
Salespersons - Retail (Except Vehicle Sales)	490112	1998
Secretaries, Except Legal and Medical	551080	1998
Social Workers - Medical and Psychiatric	273020	1999
Stock Clerks - Stockroom, Warehouse, Storage Yard	580230	1999
Systems Analysts - Electronic Data Processing	251020	1999
Teachers - Elementary School	313050	1997
Teachers - Secondary School	313080	1998
Traffic, Shipping, and Receiving Clerks	580280	1997
Truck Drivers, Light - Include Delivery and Route Workers	971050	1998
Truck Drivers - Heavy or Tractor Trailer	971020	1999
Vehicle Washers and Equipment Cleaners	989050	1999
Waiters and Waitresses	650080	1998

Inyo and Mono Counties

Occupation	OES Code	Survey Year
Amusement and Recreation Attendants	680140	1998
Automotive Mechanics	853020	1997
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	553380	1999
Carpenters	871020	1999
Cashiers	490230	1999
Combined Food Preparation and Service Workers	650410	1996
Cooks - Restaurant	650260	1990
Cooks - Specialty Fast Food	650320	1999
Dining Room and Cafeteria Attendants and Bartender Helpers	650140	1994
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations	510020	1996
Food Preparation Workers	650380	1998
Forest and Conservation Workers	790020	1993
Gardeners, Groundskeepers - Except Farm	790300	1992
General Office Clerks	553470	1997
Hosts, Hostesses - Restaurant, Lounge or Coffee Shop	650020	1997
Hotel Desk Clerks	538080	1998
Instructors and Coaches - Sports and Physical Training	313210	1994
Laborers, Landscaping and Groundskeeping	790410	1999
Maids and Housekeeping Cleaners	670020	1997
Maintenance Repairers - General Utility	851320	1999

Previously Surveyed Occupations (continued)

Inyo and Mono Counties (continued)

Occupation	OES Code	Survey Year
Medical Assistants	660050	1998
Nurse Aides	660080	1993
Painters, Paperhangers - Construction and Maintenance	874020	1995
Paving, Surfacing, and Tamping Equipment Operators	877080	1998
Property and Real Estate Managers and Administrators	150110	1998
Receptionists and Information Clerks	553050	1999
Registered Nurses	325020	1993
Salespersons - Parts	490140	1996
Salespersons - Retail (Except Vehicle Sales)	490112	1995
Secretaries, Except Legal and Medical	551080	1996
Service Station Attendants	978050	1993
Stock Clerks - Sales Floor	490210	1997
Teachers - Kindergarten	313022	1994
Teachers - Preschool	313030	1994
Tellers	531020	1995
Truck Drivers - Heavy or Tractor Trailer	971020	1992
Truck Drivers, Light - Include Delivery and Route Workers	971050	1997
Typists, Including Word Processing	553070	1996
Waiters and Waitresses	650080	1991

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Sample Questionnaire

Occupation: Bus Drivers - School		
School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties?	Job Title(s): _____	
2 a. How many employees does your firm currently have in this occupation?	Number of Employees: _____	
b. In this occupation, how many are	Number of Males: _____	Number of Females: _____
c. In this occupation, how many current employees are there; and on average, how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5 a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
If yes or preferred, how much experience in this occupation is required/preferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below.	
Is experience in other occupations accepted?	Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation ? If yes , how many months of training can generally be substituted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																			
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																				
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study </div>																																																																																																				
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?	For other compensation, please indicate the average over all earnings and type(s) of compensation.																																																																																																			
<div style="display: flex;"> <div style="flex: 1;"> <ul style="list-style-type: none"> ● New hires, no experience (trained or untrained): ● New hires who are experienced: ● Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p><u>Base Wage or Salary</u></p> <div style="margin-bottom: 10px;">\$ _____</div> <div style="margin-bottom: 10px;">\$ _____</div> <div style="margin-bottom: 10px;">\$ _____</div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Month <input type="checkbox"/> Year </div> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p><u>Other Compensation</u></p> <div style="margin-bottom: 10px;">\$ _____</div> <div style="margin-bottom: 10px;">\$ _____</div> <div style="margin-bottom: 10px;">\$ _____</div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Month <input type="checkbox"/> Year </div> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p><u>Type of Compensation</u></p> <div style="margin-bottom: 10px;"><input type="checkbox"/> Commission</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Tips</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Bonus</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Piece Rate</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Other Specify _____</div> </div> </div>																																																																																																				
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2"><u>Employer Pays All</u></th> <th colspan="2"><u>Share Cost</u></th> <th colspan="2"><u>Employee Pays All</u></th> <th colspan="2"><u>Not Provided</u></th> </tr> <tr> <th></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> </tr> </thead> <tbody> <tr><td>Medical Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Dental Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input 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15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
b. What skills are important for career advancement?	_____																																																																																																			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																				
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																				
17. What other new skills are needed to perform the duties of this occupation?	_____																																																																																																			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																				
<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 1; min-width: 200px; margin-right: 10px;"> <input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> EDD <input type="checkbox"/> School/program referrals <input type="checkbox"/> Private employment agencies </div> <div style="flex: 1; min-width: 200px; margin-right: 10px;"> <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Trade journals </div> <div style="flex: 1; min-width: 200px;"> <input type="checkbox"/> Internet <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> Employee referrals <input type="checkbox"/> Other (Please specify): _____ </div> </div>																																																																																																				
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
Would you like to receive a complimentary copy of the survey results for this occupation?																																																																																																				
<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

THANK YOU FOR YOUR COOPERATION!

Kern, Inyo, and Mono Counties Training Directory

Kern, Inyo and Mono Counties

2001 - 2002

**Training
Directory**

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Introduction

The Kern, Inyo and Mono Counties 2001-2002 Training Directory provides basic information about the locally available training and education programs designed to prepare persons for entry into one or more specific occupations.

The programs cited in the following pages include certificate and degree programs offered through public secondary schools; adult education; formal apprenticeships; community colleges; private schools, colleges and universities; Regional Occupational Programs; and state universities.

The information in this directory is organized first by an alphabetical index of occupations with providers who offer related training, followed by an alphabetical listing of training and education providers, their locations, phone numbers, fax numbers, e-mail and Internet addresses (if available). Other information included in each provider profile are identification of the accrediting organization(s), the services provided, and degrees and/or certificates offered. Certificate program information may include career objective(s), approximate cost, program length, and program entry requirements.

Additional information regarding these and other training and education providers is available from Employers' Training Resource, the Career Services Centers, and at the California Occupational Information Coordinating Committee website (<http://www.soicc.ca.gov>).

The information in this publication is intended for use by various organizations and individuals. Some of the ways the directory can be used are as follows:

- as a reliable first reference resource for vocational and career training available in Kern, Inyo and Mono Counties;
- by employers interested in finding skilled workers or in search of training programs for new or current employees;
- by career counselors and employment and training professionals to assist individuals in selecting training programs that meet individual needs and career goals; and
- by individuals who want to upgrade their skills to advance or enhance their employability.

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

While we have made reasonable attempts to ensure that program information is accurate and up-to-date, this information changes frequently due to the nature of the training and education industry. Additionally, sometimes the information that was provided is not accurate, and some education and training providers chose not to respond to our requests for updated information. Therefore, for these reasons, users of this information should contact the training providers directly to verify and/or update information.

Employers' Training Resource

Labor Market Information

2001 28th Street

Bakersfield, CA 93301

(661) 336-6978 or

(800) 334-5670

Fax: (661) 336-6892

<http://www.etronline> or

<http://www.careerservicescenter.com>

Occupation - Training Index

Accountants and Auditors

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
Taft College
University of Phoenix - Bakersfield Campus

Agricultural Related Occupations

Bakersfield College
Foothill High School
Inyo County Regional Occupational Program

Air Conditioning Mechanics

See Heating, Ventilation, Air Conditioning (HVAC)
Mechanics/Technicians

Anthropologists

Bakersfield College
California State University, Bakersfield

Architectural Related Occupations

Bakersfield College
Cerro Coso Community College
North Kern Vocational Training Center
Zoom Graphics

Artists and Related Workers

Bakersfield College
Bakersfield School of Art
California State University, Bakersfield
Cerro Coso Community College
Inyo County Adult Education
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
Sierra Sands Unified School District (Adult School Program)
Taft College
Zoom Graphics

Automobile Detailers

Ruggenberg Career Center

Automotive Body Repairers

Bakersfield Adult School
Kern High School District Regional Occupational Center
North Kern Vocational Training Center

Automotive Mechanics

Arvin High School
Bakersfield College
Bakersfield Technical College
Cerro Coso Community College
Inyo County Adult Education
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
North Kern Vocational Training Center
Sierra Sands Unified School District (Adult School Program)
Taft College
West Side Regional Occupational Program

Aviation/Aeronautical Related Occupations

Edwards Air Force Base Aero Club
Embry-Riddle Aeronautical University at Edwards Air Force
Base
National Test Pilot School

Barbers

Bakersfield Barber College
Lyle's Bakersfield College of Beauty, Inc.

Bartenders

Bakersfield Academy of Bartending

Biological Technicians

Bakersfield College

Biologists

California State University, Bakersfield

Bookkeepers/Accounting Clerks

Bakersfield College
Bakersfield Technical College
Cerro Coso Community College
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
Mexican American Opportunity Foundation
North Kern Vocational Training Center
San Joaquin Valley College, Inc.
Santa Barbara Business College
Taft College

Bricklayers/Tile Setters

Bakersfield College

Bus Drivers

Bakersfield Adult School

Occupation - Training Index (continued)

Business, Public Administration and Management Occupations

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
Douglas H. Carr
National University - Bakersfield Academic Center
San Joaquin Valley College, Inc.
Santa Barbara Business College
Taft College
University of LaVerne Extension
University of Phoenix - Bakersfield Campus
University of Phoenix - Edwards Air Force Base Campus
Webster University Extension

Cabinetmakers

Bakersfield College
North Kern Vocational Training Center

Carpenters

Bakersfield College
Carpenter's Local No. 743
Inyo County Regional Occupational Program
Kern High School District Regional Occupational Center
Sierra Sands Unified School District (Adult School Program)

Cashiers

Kern High School District Regional Occupational Center
Proteus, Inc.

Chemists

California State University, Bakersfield

Child Care Workers/Providers

Bakersfield College
Cerro Coso Community College
Community Connection for Child Care
Kern County Regional Occupational Program
Kern High School District - Career Resource Department
Taft College

Clerical and Administrative Support Workers

Bakersfield Adult School
Bakersfield College
Bakersfield Technical College
Cerro Coso Community College
Delano Adult School
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center

Clerical and Administrative Support Workers (continued)

McFarland Learning Center
Mexican American Opportunity Foundation
North Kern Vocational Training Center
San Joaquin Valley College, Inc.
Santa Barbara Business College
Taft College
Tehachapi Unified School District
West Side Regional Occupational Program

Computer Aided Design (CAD) Technicians

Bakersfield College
Cerro Coso Community College
Inyo County Regional Occupational Program
North Kern Vocational Training Center
Zoom Graphics

Computer Network Administrators

Bakersfield College
Santa Barbara Business College

Computer Network Engineers

New Horizons Computer Learning Center
San Joaquin Valley College, Inc.

Computer Network Technicians

Kern County Regional Occupational Program
National Training Institute, Inc.
New Horizons Computer Learning Center

Computer Programmers/Aides

Bakersfield College
California State University, Bakersfield
New Horizons Computer Learning Center

Computer Related Occupations

Bakersfield College
California State University, Bakersfield
Carney's Customer Education Center
Cerro Coso Community College
Chapman University Extension
East Bakersfield High School
Foothill High School
Frazier Mountain High School
Inyo County Adult Education
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
National Training Institute, Inc.
North Kern Vocational Training Center

Occupation - Training Index (continued)

Computer Related Occupations (continued)

New Horizons Computer Learning Center
Owens Valley Career Development Center
Ridgeview High School
Ruggenberg Career Center
San Joaquin Valley College, Inc.
Santa Barbara Business College
Taft College
University of Phoenix - Bakersfield Campus

Computer Service Technicians

Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
National Training Institute, Inc.
Sierra Sands Unified School District (Adult School Program)

Computer Support Specialists

New Horizons Computer Learning Center

Computer Systems Analysts

California State University, Bakersfield
New Horizons Computer Learning Center

Construction Contractors

Contractors State License School

Construction Related Occupations

Arvin High School
Bakersfield College
Carpenter's Local No. 743
Cerro Coso Community College
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
North Kern Vocational Training Center
Owens Valley Career Development Center
Sierra Sands Unified School District (Adult School Program)

Civil Engineers

California State University, Bakersfield

Cooks/Chefs

See Food Service Workers

Correction Officers and Jailers

Bakersfield College
San Joaquin Valley College, Inc.
Taft College

Counselors - Drug and Alcohol

California State University, Bakersfield
Owens Valley Career Development Center

Dental Assistants

San Joaquin Valley College, Inc.

Dental Hygienists

Taft College

Desktop Publishing Specialists

Bakersfield College
Cerro Coso Community College
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
New Horizons Computer Learning Center
Sierra Sands Unified School District (Adult School Program)
Taft College
Tehachapi Unified School District
Zoom Graphics

Diesel Mechanics

Bakersfield College
Kern High School District Regional Occupational Center

Dietetic Technicians

Bakersfield College

Education Administrators

California State University, Bakersfield
Fresno Pacific University Graduate School - Bakersfield
Center
University of LaVerne Extension

Electrical and Electronic Engineers

Bakersfield College
California State University, Fresno Extension
California State University, Northridge Extension

Electricians

Bakersfield College
Kern Electrical Apprenticeship

Occupation - Training Index (continued)

Electronics Technicians

Bakersfield College
Cerro Coso Community College

Emergency Medical Technicians (EMT/Paramedic)

Bakersfield College
Cerro Coso Community College
Inyo County Adult Education
Kern County Regional Occupational Program
North Kern Vocational Training Center

Employment Interviewers

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College

Engineering Aide

Bakersfield College
Cerro Coso Community College
Taft College

Environmental Occupations

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
Highland High School
Sierra Safety Training Center

Estheticians

Federico Career Colleges of Bakersfield
Kern County Regional Occupational Program

Farm Equipment Mechanics

Bakersfield College

Financial Managers

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
National University - Bakersfield Academic Center
San Joaquin Valley College, Inc.
Taft College
University of LaVerne Extension
University of Phoenix - Bakersfield Campus
University of Phoenix - Edwards Air Force Base Campus
Webster University Extension

Fire Fighters/Fire Technology Occupations

Bakersfield College
Cerro Coso Community College
Kern County Regional Occupational Program
Sierra Sands Unified School District (Adult School Program)

First Line Supervisors and Manager/Supervisors - Clerical and Administrative

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
San Joaquin Valley College, Inc.
Taft College
University of LaVerne Extension

Florist Assistants

Inyo County Regional Occupational Program
North Kern Vocational Training Center

Food Service Workers

Bakersfield College
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
North Kern Vocational Training Center
Ruggenberg Career Center
Sierra Sands Unified School District (Adult School Program)
West Side Regional Occupational Program

Food Service Managers

Bakersfield College
Owens Valley Career Development Center

Forestry Workers

Bakersfield College
Kern County Regional Occupational Program

Forklift Operators

Sierra Safety Training Center
Taft College

Furniture Finishers

Ruggenberg Career Center

Gambling Dealers

Owens Valley Career Development Center

Geological Aides

Bakersfield College

Occupation - Training Index (continued)

Geologists

California State University, Bakersfield

Guards and Watchguards

See Security Guards

Hairdressers, Hairstylists, and Cosmetologists

Bakersfield Barber College
Federico Career Colleges of Bakersfield
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
Lyle's Bakersfield College of Beauty, Inc.
North Kern Vocational Training Center
West Side Regional Occupational Program

Hazardous Materials Technicians/Handlers

Bakersfield College
Sierra Safety Training Center
Taft College

Healthcare Facility Administrators

California State University, Bakersfield

Healthcare Related Occupations

North Kern Vocational Training Center
Sierra Safety Training Center

Heating, Ventilation, Air Conditioning (HVAC)

Mechanics/Technicians

Bakersfield College
Pipe Trades JAC
San Joaquin Valley College, Inc.

Heavy Equipment Operators

C. E. O. Training
Sierra Safety Training Center

Historians

California State University, Bakersfield

Home Health Aides

Arvin High School
Bakersfield Adult School
Bakersfield College
Cerro Coso Community College
Delano Adult School
East Bakersfield High School
Inyo County Adult Education
Inyo County Regional Occupational Program
Kern County Regional Occupational Program

Home Health Aides (continued)

Kern High School District - Career Resource Department
Kern High School District Regional Occupational Center
Kern Valley High School
North Kern Vocational Training Center
Owens Valley Career Development Center
Stockdale High School

Hotel Desk Clerks

Bakersfield College
Cerro Coso Community College
Kern High School District Regional Occupational Center
Owens Valley Career Development Center

Human Services Workers

Bakersfield College
University of Phoenix -Bakersfield

Import/Export Specialists

Bakersfield College

Industrial Technology Related Occupations

Bakersfield College
Southern Illinois University Extension
Taft College

Information Systems/Technology Occupations

See Computer Related Occupations

Instructional Aides

Bakersfield College
Cerro Coso Community College
Kern High School District Regional Occupational Center
Taft College

Instructors - Vocational Education

See Teachers and Instructors

Insurance Agents

A. D. Banker & Company

Internet Web Site Designers/Developers

Bakersfield College
New Horizons Computer Learning Center
Taft College
Zoom Graphics

Interpreters and Translators

Bakersfield College
California State University, Bakersfield

Occupation - Training Index (continued)

Interior Designers

Inyo County Adult Education

Janitors/Custodians

Kern High School District - Career Resource Department
Ruggenberg Career Center

Journalists

Bakersfield College
California State University, Bakersfield
Inyo County Regional Occupational Program
Taft College

Lab Technicians

Bakersfield College
Kern County Regional Occupational Program

Landscaping/Groundskeeping/Nursery Occupations

Bakersfield College
Kern County Regional Occupational Program
Ruggenberg Career Center

Law Enforcement Occupations

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
Chapman University Extension
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
Owens Valley Career Development Center
South High School
Taft College
Tehachapi Unified School District

Lawyers

Ridgecrest School of Law

Legal Secretaries

Santa Barbara Business College

Licensed Vocational Nurses

Bakersfield College
Cerro Coso Community College

Lodging Managers

Bakersfield College
Cerro Coso Community College
Kern High School District Regional Occupational Center
Owens Valley Career Development Center

Machinery Maintenance Mechanics

Bakersfield College
Taft College

Machinists

Bakersfield College
Cerro Coso Community College
Taft College

Maids and Housekeepers

Kern High School District - Career Resource Department
Ruggenberg Career Center

Maintenance Repairers - General Utility

Bakersfield Technical College

Manicurists/Pedicurists

Federico Career Colleges of Bakersfield
Kern County Regional Occupational Program
Lyle's Bakersfield College of Beauty, Inc.

Manufacturing Occupations

Bakersfield College
East Bakersfield High School
Kern County Regional Occupational Program

Marketing, Advertising, and Public Relations Managers

Bakersfield College
California State University, Bakersfield
Cerro Coso Community College
University of LaVerne Extension
University of Phoenix - Bakersfield Campus
University of Phoenix - Edwards Air Force Base
Webster University Extension

Massage Technicians

Massage Training Institute

Mathematical Technicians

Bakersfield College

Mathematicians

California State University, Bakersfield
Chapman University Extension

Mechanical Engineers

California State University, Fresno Extension
California State University, Northridge Extension

Occupation - Training Index (continued)

Medical Assistants

Bakersfield Adult School
California College of Vocational Careers
Cerro Coso Community College
Kern High School District Regional Occupational Center
Mexican American Opportunity Foundation
North Kern Vocational Training Center
San Joaquin Valley College, Inc.
Santa Barbara Business College
Sierra Sands Unified School District (Adult School Program)

Medical Insurance Billers

San Joaquin Valley College, Inc.
Zoom Graphics

Medical Receptionists

Kern County Regional Occupational Program
North Kern Vocational Training Center
Santa Barbara Business College

Medical Transcribers

Owens Valley Career Development Center

Models

Extraordinaire Models & Talent Training & Placement
Center

Musicians

Bakersfield College
California State University, Bakersfield

Nurse Aides

Bakersfield Adult School
Bakersfield College
Cerro Coso Community College
Delano Adult School
Inyo County Adult Education
Inyo County Regional Occupational Program
Kern High School District - Career Resource Department
Kern High School District Regional Occupational Center
North Kern Vocational Training Center
Owens Valley Career Development Center

Nurse Practitioners

California State University, Bakersfield
University of Phoenix - Bakersfield Campus

Paralegals

California State University, Bakersfield

Personnel/Human Resources Managers

Bakersfield College
California State University, Bakersfield
National University - Bakersfield Academic Center
University of LaVerne Extension
University of Phoenix - Bakersfield Campus
University of Phoenix - Edwards Air Force Base Campus
Webster University Extension

Pharmacy Technicians

Kern County Regional Occupational Program
Kern High School District - Career Resource Department

Photographers

Bakersfield College
Kern County Regional Occupational Program
West Side Regional Occupational Program

Physical Therapy Aides

Kern County Regional Occupational Program

Physicists

California State University, Bakersfield

Plumbers and Pipefitters

Bakersfield College
Pipe Trades JAC

Printing Related Occupations

West Side Regional Occupational Program

Psychologists

California State University, Bakersfield
Chapman University Extension

Radiologic Technologists

Bakersfield College
Kern County Regional Occupational Program

Real Estate Agents/Brokers

Bakersfield College
Prudential America West School of Real Estate

Receptionists and Information Clerks

Bakersfield College
Cerro Coso Community College
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
McFarland Learning Center

Occupation - Training Index (continued)

Receptionists and Information Clerks (continued)

Mexican American Opportunity Foundation
North Kern Vocational Training Center

Registered Nurses

Bakersfield College
California State University, Bakersfield

Respiratory Therapists

San Joaquin Valley College, Inc.

Retail Managers

Bakersfield College

Roustabouts

Taft College

Saddle Makers

Sierra Saddlery School

Safety Technicians

Sierra Safety Training Center

Salespersons - Retail

Bakersfield College
Inyo County Regional Occupational Program
Kern County Regional Occupational Program
Kern High School District Regional Occupational Center
North Kern Vocational Training Center
Proteus, Inc.
Ruggenberg Career Center
Tehachapi Unified School District
West Side Regional Occupational Program

Security Guards

Kern County Regional Occupational Program
North Kern Vocational Training Center
Sierra Safety Training Center

Sewing Machine Operators - Garment

Inyo County Adult Education
Inyo County Regional Occupational Program

Sheet Metal Workers

Bakersfield College

Small Engine Mechanic

Bakersfield Technical College

Social Workers

California State University, Bakersfield
Chapman University Extension
University of Phoenix - Bakersfield Campus

Storage and Distribution Managers

Bakersfield College

Surgical Technicians

San Joaquin Valley College, Inc.

Tax Preparers

H & R Block Tax School (Bakersfield)
H & R Block Tax School (Bishop)

Teacher Assistants

Bakersfield Adult School
Bakersfield College
Cerro Coso Community College
Taft College

Teachers and Instructors - Vocational Education and Training

Bakersfield Barber College
California State University, Bakersfield
Federico Career Colleges of Bakersfield
Lyle's Bakersfield College of Beauty, Inc.
University of LaVerne Extension

Teachers - Elementary School

California State University, Bakersfield
National University - Bakersfield Academic Center
Point Loma Nazarene University
University of LaVerne Extension

Teachers - Preschool

Bakersfield College
Cerro Coso Community College
Taft College

Teachers - Secondary School

California State University, Bakersfield
National University - Bakersfield Academic Center
Point Loma Nazarene University Extension
University of LaVerne Extension

Teachers - Special Education

California State University, Bakersfield
University of LaVerne Extension

Occupation - Training Index

(continued)

Telecommunications Technicians

Henkles & McCoy, Inc.

Theater Arts Related Occupations

Bakersfield College

California State University, Bakersfield

Translators

See Interpreters and Translators

Travel Agents

San Joaquin Valley College, Inc.

Truck Drivers - Heavy/Tractor Trailer

Dasmesh Truck Driving School

Nuway Truck Driving School

Pacific Coast Truck School

Union Truck Driving School

Western Truck School

TV/Radio Occupations

California State University, Bakersfield

TV/Video Production Occupations

California State University, Bakersfield

Upholsterers

North Kern Vocational Training Center

Ruggenberg Career Center

Veterinary Assistants/Technicians

Kern High School District Regional Occupational Center

Waiters and Waitresses

See Food Service Workers

Webmasters/Web Page Designers

See Internet Web Site Designers/Developers

Welders and Cutters

Bakersfield College

Bakersfield Technical College

Cerro Coso Community College

Inyo County Adult Education

Inyo County Regional Occupational Program

Kern County Regional Occupational Program

Kern High School District Regional Occupational Center

North Kern Vocational Training Center

Taft College

Well Servicing Workers

Taft College

Wind Turbine Technicians

Kern County Regional Occupational Program

Training and Education Providers

A. D. Banker & Company

7101 College Boulevard, Suite 1600
Overland Park, KS 66210-1862
Phone: (800) 866-2468 or (913) 451-1280
Fax: (913) 451-3766

Internet URL: <http://www.adbanker.com>

E-Mail: adbankeronline@adbanker.com

Accredited by: Bureau for Private Postsecondary
and Vocational Education (BPPVE);
California Association of Life
Underwriters; Professional Insurance
Agents of California

Note: At publication time, training was provided at the
Parkway Inn, 2400 Camino Del Rio Court, in Bakersfield, CA.
Call (800) 866-2468 for more information.

Services Provided:

Public Transit Nearby

Certificate Programs:

Fire and Casualty Insurance Agent

Career Objective: Insurance Agent
Approximate Cost: \$235 - \$250
Duration: 40 hours
Open Entry/Exit: No

Life Insurance Agent

Career Objective: Insurance Agent
Approximate Cost: \$225 - \$250
Duration: 52 hours
Open Entry/Exit: No

Arvin High School

900 Varsity Road
Arvin, CA 93203-2421
Phone: (661) 854-5561
Fax: (661) 854-5943
Internet URL: <http://www.khsd.k12.ca.us/arvin>
E-Mail: kmorales@khsd.k12.ca.us
Accredited by: Western Association of Schools and Colleges
(WASC)

Arvin High School (continued)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby

California Partnership Academies Programs:

Note: The California Partnership Academies Programs are for
high school students only. Students must provide own
transportation to community classroom sites. Upon graduation
students may go to a college or university or move directly into
the workplace. The academy background will give these
students an advantage in pursuing a job or advanced
education. Unless noted otherwise, all programs are 2-3 years
in duration. For more information, call (661) 854-5561.

Construction/Design

Career Objective: Construction/Design Related
Occupations

Health Careers

Career Objective: Health Related Occupations
Entry Requirements: Blood screening test

School to Careers Programs:

Note: The School To Careers Programs are for high school
students only. Students must provide own transportation to
community internship sites. Upon graduation students may go
to a college or university or move directly into the workplace.
The School to Careers background will give these students an
advantage in pursuing a job, apprenticeship or advanced
education. Unless noted otherwise, all programs are 2-3 years
in duration. For more information, call (661) 854-5561.

Automotive Technology

Career Objective: Auto Mechanic

Business

Career Objective: General business knowledge and job
search skills

Bakersfield Academy of Bartending

1818 Eye Street
Bakersfield, CA 93301-4437
Phone: (661) 634-9655

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby

Certificate Programs:

Unless noted otherwise, all programs are 45 hours (4 weeks) in duration, they are not open entry/exit, and students must be 21 years of age or older.

Bartender

Career Objective: Bartender
Approximate Cost: \$700

Bartender Flair

Career Objective: Bartender Advanced Training
Approximate Cost: \$500

Bakersfield Adult School

501 South Mt. Vernon Avenue
Bakersfield, CA 93307-2859
Phone: (661) 835-1855
Fax: (661) 835-9612
Internet URL: <http://www.khsd.k12.ca.us/bas>
E-Mail: shandy@khsd.k12.ca.us
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance
On-site Child Care
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby
ESL Courses
GED Assistance

Bakersfield Adult School (continued)

Certificate Programs:

Unless noted otherwise, all programs are open entry/exit. All students must be 18 years of age or older.

Auto Body Repair

Career Objective: Auto Body Technician
Approximate Cost: \$95
Duration: 6 - 9 weeks (evenings only)

Bus Driver Training

Career Objective: Bus Driver
Approximate Cost: \$10
Duration: 30 hours
Open Entry/Exit: No

Bus Driver Renewal

Career Objective: Bus Driver (license renewal)
Approximate Cost: \$10
Duration: 10 hours
Open Entry/Exit: No

Business Education

Career Objective: Accounting Specialist/Clerical Specialist
Computer Operator/General Office Clerk
Approximate Cost: \$5 - \$25 per class

Certified Home Health Aide

Career Objective: Certified Home Health Aide
Approximate Cost: \$250
Duration: 50.5 hours
Entry Requirements: Current California Certified Nurse Assistant certificate; TB clearance and pass drug screening

Medical Assistant/Medical Back Office

Career Objective: Medical Assistant/Medical Office Worker
Phlebotomist
Approximate Cost: Call for Information
Duration: 540 hours

Nursing Assistant

Career Objective: Nurse Assistant
Approximate Cost: Call for Information
Duration: 13 - 14 weeks

Teacher Assistant

Career Objective: Instructional Aide
Approximate Cost: \$120
Duration: 6 - 9 weeks
Entry Requirements: High school diploma or GED; TB clearance; fingerprint clearance; recommended completion of typing, filing, and introduction to computer courses.

Bakersfield Barber College

2844 Niles Street
P. O. Box 60485
Bakersfield, CA 93386-0485
Phone: (661) 873-0512
Fax: (661) 873-8431
Internet URL: <http://www.calbarber.com/cbaschools1.htm>
E-Mail: bakbarcol@aol.com
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services provided:

Job Placement Assistance
Public Transit Nearby
Career Counseling

Certificate Programs:

Unless noted otherwise, all programs are open entry/exit. All students must be 17 years of age or older, pass entrance exam, free from contagious disease, must have valid I.D. and Social Security card.

Barber Training

Career Objective: Barber
Approximate Cost: \$3,340.27
Duration: 1,500 hours (37 1/2 weeks)
Entry Requirements: 10th grade education or higher

Barber Instructor

Career Objective: Barber Instructor
Approximate Cost: \$2,387.48
Duration: 600 hours (36 weeks)
Entry Requirements: Barber's license, high school diploma or GED, pass interview

Barber Refresher & Cosmetology/Barber Cross-Over

Career Objective: Barber
Approximate Cost: \$2,007.48
Duration: 400 hours (36 weeks)
Entry Requirements: 10th grade education or higher, and pass interview. Graduated from a barber college, or apprentice training program and has either failed the registered barber examination or failed to take the examination within one year. Or, in his/her judgment needs to take the course before taking the bureau exam. Must provide proof of completion of a 1600 hour cosmetology course or cosmetology license.

Bakersfield College

1801 Panorama Drive
Bakersfield, CA 93305-1299
Phone: (661) 395-4011
Fax: (661) 395-4241
Internet URL: <http://www.bc.cc.ca.us>
E-Mail: svaughn@bc.cc.ca.us
Accredited by: Western Association of Schools and Colleges (WASC)

Services provided:

Financial Aide/Assistance
Job Placement Assistance
On-site Child Care
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program
ESL Courses

Fees:

As of July 1999, all California residents are charged a state-mandated enrollment fee of \$11 per unit. The non-resident tuition fee is \$134 per unit up to a maximum of 15 units per semester. Additional fees may include an \$11 student health fee; a Student Center fee based on \$1 per unit up to a maximum of \$5 per semester; \$15 for an optional Student Services Card; \$20 per semester parking permit; \$250-\$275 for books and supplies per semester for a 15-unit schedule.

Degree Programs:

Associate Degree programs require a minimum of 60 units or two years/four semesters of study for full-time students.

Accounting
Administration of Justice
Administrative Office Assistant
Agriculture Business Management
American Sign Language
Animal Science
Anthropology
Architecture/Architectural Drafting
Architecture Drafting
Art
Bacteriology (Microbiology)
Biology
Biotechnology
Business Administration

Bakersfield College (continued)

Degree Programs: (continued)

Chemistry
Child Development and Family Relations
Computer Graphic Arts
Computer Information Systems
Computer Science
Correctional Administration
Crop Science
Economics
Engineering
Engineering Technology
English
Environmental Horticulture
Environmental Technology
Fire Technology
Forestry
Food Service Management
French
Geology
German
History
Horticulture
Human Services
Industrial Drawing
Industrial Technology (General)
Industrial Technology Automated Production and
 Manufacturing Processes Technology
Industrial Technology Automotive Option
Industrial Technology Construction Option
Industrial Technology Electronics Option
Industrial Technology Industrial Drawing Option
Industrial Technology Welding Option
Industrial Technology Woodworking and Cabinetmaking
 Option
Journalism
Liberal Arts
Marketing
Mathematics
Music
Philosophy
Physical Education
Physics
Political Science
Political Science, emphasis in Domestic Policy
Political Science, emphasis in International Relations
Psychology
Radiologic Technology
Registered Nursing
Sociology
Spanish
Speech
Theatre Arts

Apprenticeship Programs:

Note: Formal apprenticeship programs typically involve a combination of work-based learning supervised by a journey-level worker and off-site training. Apprentices earn a training wage, often with incremental increases, until they have completed their certificate and/or earned journey-level status. Local apprenticeship committees establish their own program entry requirements, and some may involve a written aptitude test or screening process. Information for entry in apprenticeship programs may be obtained from the Bakersfield College Apprenticeship Coordinator at (661) 395-4408.

Bricklayers/Tilesetters
Carpentry
Electrician
Operating Engineers
Plumbers and Steamfitters
Sheet Metal

Certificate of Achievement Programs:

This certificate is awarded for the completion of a formal instructional program, with a minimum of 24 units, which is designed to give the learner the skills, knowledge and attitudes required for a specific field or endeavor. Unless noted otherwise, all programs are \$11 per unit, 2 semesters in length, are *not* open entry/exit, and are open to adults only.

Agriculture Business Management

Career Objective: Agricultural Related Occupations

Animal Science

Career Objective: Animal Production Related Occupations

Auto Brakes and Wheel Alignment

Career Objective: Automotive Mechanic

Auto Engine Overhaul

Career Objective: Automotive Mechanic

Auto Tune-up

Career Objective: Automotive Mechanic

Automated Production and Manufacturing Processes Technology

Career Objective: Call for information

Automotive Power Trains

Career Objective: Automotive Mechanic

Biotechnology

Career Objective: Biology Related Occupations

Bakersfield College (continued)

Certificate of Achievement Programs: (continued)

Bookkeeping

Career Objective: Bookkeeper/Accounting Clerk

Cabinetmaking

Career Objective: Entry-level Cabinetmaker/ Carpenter

Child Nutrition Management System

Career Objective: Cook (schools, child care centers)

Computer Graphic Arts

Career Objective: Graphic Art Technician/Designer

Computer Information Systems

Career Objective: Computer Related Occupations

Computer Science

Career Objective: Computer Related Occupations

Construction Technology

Career Objective: Entry-level Cabinetmaker/Carpenter/
Construction Worker

Crop Science

Career Objective: Agricultural Related Occupations
Duration: 2-3 semesters

Culinary Arts

Career Objective: Cook/Food Preparation Worker

Dietetic Services

Career Objective: Dietetic Technician

Electronic Technology

Career Objective: Electronic Technician

Environmental Horticulture

Career Objective: Nursery Worker/Groundskeeper

Environmental Technology

Career Objective: Hazardous Materials Technician

Fire Technology

Career Objective: Firefighter

Forestry

Career Objective: Forestry Related Occupations
Duration: 2-3 semesters

General Business

Career Objective: Business Related Occupations

Certificate of Achievement Programs: (continued)

Hotel/Motel Management

Career Objective: Lodging Manager

Management/International Trade

Career Objective: Call for information

Management/Logistics

Career Objective: Business Related Occupations

Marketing

Career Objective: Sales Manager

Office Assistant II

Career Objective: Administrative Assistant/Secretary

Photography

Career Objective: Photographer

Real Estate

Career Objective: Real Estate Agent

Retail Management

Career Objective: Retail Stores and Grocery Chains
Management

Technical Theatre

Career Objective: Theatrical Related Occupations

Vocational Nursing

Career Objective: Licensed Vocational Nurse
Duration: 3 semesters

Welding

Career Objective: Entry-level Welder

Certificate of Completion Programs:

This certificate documents the satisfactory completion of training in a specific area of study. Departmental faculty will define requirements. Unless noted otherwise, all programs are \$11 per unit, 1 semester in length, are *not* open entry/exit, and are open to adults only.

Air Conditioning/Heating/Refrigeration

Career Objective: Air Conditioning/Heating/Refrigeration
Technician

AutoCAD

Career Objective: Drafting Technician/AutoCAD

Bakersfield College (continued)

Certificate of Completion Programs: (continued)

Automotive Service

Career Objective: Entry-level Automobile Mechanic/Air Conditioning Mechanic/Brake Repairer/Front End Mechanic

Approximate Cost: None

Duration: 18 weeks (450 hours)

Entry Requirements: Eligible for services under the Workforce Investment Act (WIA); 18 years of age or older; pass drug screen; valid California driver's license; 8th grade or above math and reading skills

Basic Automotive Maintenance and Service

Career Objective: Automotive Mechanic

Basic Machine Tool Operations—Lathe, Mill

Career Objective: Entry-level Machinist

Blueprint Reading and Layout for Welders

Career Objective: Welder

Computer Numerical Control Programming

Career Objective: Call for information

Corrections Academy

Career Objective: Entry-level Corrections

Duration: 10 weeks

Entry Requirements: Adult, no felony or violent misdemeanor convictions

Diesel and Farm Equipment Service and Repair

Career Objective: Equipment Mechanic/Bus and Truck Mechanic/Diesel Engine Specialist

Diesel and Farm Tractor Mechanics

Career Objective: Entry-level Tractor Mechanic/Construction Equipment Mechanic/Mechanic's Helper

Approximate Cost: None

Duration: 24 weeks (792 hours)

Entry Requirements: Eligible for services under the Workforce Investment Act (WIA); 18 years of age or older; pass drug screen; valid California driver's license; 8th grade or above math and reading skills

Emergency Medical Technician I

Career Objective: Emergency Medical Technician I

Duration: 12 weeks (120 hours)

Entry Requirements: Adult; must meet health requirements

Certificate of Completion Programs: (continued)

Gas Metal Arc/Gas Tungsten Arc Welding/Flux Core Arc Welding

Career Objective: Entry-level Welder

General Management

Career Objective: Key Management and Supervisory Skills

Duration: 2 semesters (part-time)

General Office

Career Objective: Entry-level Clerical Occupations

General Sales

Career Objective: Entry-level Sales Clerk/Cashier

Geographic Information Systems (GIS)

Career Objective: Skills in GIS Technologies

Duration: 2 semesters (part-time)

Hotel/Motel Operations

Career Objective: Entry-level Lodging Related Occupations

Duration: 2 semesters

Installation/Configuration - Novell

Career Objective: Skills in Novell Installation/Configuration

Duration: 1 semester (part-time)

Licensed Family Child Care Provider Level I

Career Objective: Licensed Family Child Care Provider
Child Care Worker

Duration: 1 semester or less

Licensed Family Child Care Provider Level II

Career Objective: Licensed Family Child Care Provider
Preschool Teacher

Duration: 2 semesters

Management/International Trade

Career Objective: Entry-level International Trade Related Positions

Duration: 2 semesters

Management/Public Administration

Career Objective: Manager/Public Administrator

Duration: 2 semesters

Network Administrator - Novell

Career Objective: Skills in Novell Network Administration

Duration: 1 semester (part-time)

Network Authoring

Career Objective: Ability to create Web sites

Bakersfield College (continued)

Certificate of Completion Programs: (continued)

Network Technologies

Career Objective: Skills in MCSE/CNE Network Technologies
Duration: 1 semester (part-time)

Nurse Assistant

Career Objective: Nurse Assistant
Duration: 1 semester or less
Entry Requirements: Adult; must meet health requirements

Office Assistant I

Career Objective: Entry-level Clerical Occupations
Duration: 2 semesters

OSHA First Responder Awareness Level

Career Objective: Hazardous Materials Related Occupations
Duration: 1 semester or less

OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) 24-Hour Site Worker

Career Objective: Hazardous Materials Related Occupations

OSHA HAZWOPER 40 Hour Site Worker

Career Objective: Hazardous Material Related Occupations
Duration: 1 semester or less

Peace Officers' Basic Academy

Career Objective: Entry-level Peace Officer
Duration: 19 weeks
Entry Requirements: Adult, no felony or violent misdemeanor convictions

Programmable Logic Controllers (Basic PLC's)

Career Objective: Call for information

Retail Management-Supermarket

Career Objective: Supermarket Management
Duration: 2 semesters

Shielded Metal Arc Welding

Career Objective: Welder

Small Business

Career Objective: Skills to start or improve a small business

Certificate of Completion Programs: (continued)

Welding

Career Objective: Entry-level Welder
Approximate Cost: None
Duration: 18 weeks (450 hours)
Entry Requirements: Eligible for services under the Workforce Investment Act (WIA); 18 years of age or older; pass drug screen; valid California driver's license; 8th grade or above math and reading skills

Woodworking/Cabinetmaking

Career Objective: Entry-level Carpenter/Cabinetmaker

Note: Call (661) 395-4011 for information on other certificate programs available.

Bakersfield School of Art

4301 Stine Road, Suite G
Bakersfield, CA 93313-2318

Phone: (661) 831-8061

Fax: (661) 831-3806

Internet URL: <http://www.school-of-art.com>

E-Mail: hipartiist@aol.com

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby
Disabled Student Services

Certificate Program:

Classical Animation

Career Objective: Cartoon/Animation Artist
Approximate Cost: \$7,752
Duration: 2 years
Open Entry/Exit: Yes
Entry Requirements: High school graduate; literate in English language; can think spatially; able to read, comprehend and follow instructions, self-motivated; disciplined

Bakersfield Technical College

186 Quantico Avenue, Suite A
Bakersfield, CA 93307-2839

Phone: (661) 859-2121

Fax: (661) 859-2126

E-Mail: ctcbtc@earthlink.net

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Public Transit Nearby
ESL Courses

Certificate Programs Offered:

Unless noted otherwise, all programs are 12 weeks in duration,
and open entry/exit.

Auto Mechanics/Emission Control

Career Objective: Automotive Mechanic/Emission Control
Technician

Approximate Cost: \$5,960

Business Education

Career Objective: Account Clerk/Clerk Typist/Data Entry/
Retail Sales

Approximate Cost: \$4,960

Building Maintenance

Career Objective: Maintenance Worker

Approximate Cost: \$5,960

Small Engine Repair

Career Objective: Small Engine Mechanic

Approximate Cost: \$5,960

Welding

Career Objective: Welder/Gas, Arc, Mig

Approximate Cost: \$5,960

C.E.O. Training

211 Aviation Street, Suite 103

Shafter, CA 93263-4002

Phone: (661) 387-6900

Fax: (661) 387-6905

C.E.O. Training (continued)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services

Certificate Programs Offered:

Heavy Equipment Training

Career Objective: Heavy Equipment Operator

Approximate Cost: \$5,200-\$7,150

Duration: 6-8 weeks

Open Entry/Exit: Yes

Entry Requirements: 18 years of age or older

California College of Vocational Careers

2822 F Street, Suite L

Bakersfield, CA 93301-1800

Phone: (661) 323-6791

Fax: (661) 323-6792

E-Mail: suzif@californiacollegevc.com

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Financial Assistance
Job Placement Assistance
Career Development
Academic Counseling
Public Transit Nearby

Certificate Program:

Medical Assistant

Career Objective: Medical Assistant

Approximate Cost: \$6,825

Duration: 8 1/2 months

Open Entry/Exit: No

Entry Requirements: Pass Wonderlic Exam and Basic Math
Skills Test

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1022

Phone: (661) 664-2011

Fax: (661) 664-6950

Internet URL: <http://www.csubak.edu>

E-Mail: cquintanilla@csb.edu

Accredited by: Western Association of Schools
and Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
On-site Child Care
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program

Fees:

All students must pay a \$55 (non-refundable) application fee at the time application is made. Legal residents of California are not charged tuition. Non-California resident tuition is \$164 per unit, per quarter. Undergraduate students enrolled in 0.1-6.0 units are charged \$276 per quarter (\$828 per academic year) and those enrolled in 6.1 units or more are charged \$476 per quarter (\$1,428 per academic year). Graduate students enrolled in 0.1-6.0 units are charged \$292 per quarter (\$876 per academic year) and those enrolled in 6.1 or more units are charged \$502 per quarter (\$1,506 per academic year). Additional fees for all students, per quarter, include: \$25 Student Body Association fee; \$23 Student Union fee; \$21 Instructionally Related Activities fee; \$50 Student Health fee; \$2 Identification Card fee; \$2 Facilities fee; \$36 Auto Parking Permit fee (regular students), and/or \$9 Motorcycle Parking Permit fee (regular students). Optional fees for all students may include: \$4,185 Resident Hall fee; per academic year (subject to change); \$15-\$25 Locker Usage fee (1-3 quarters, with \$5 refundable). Extension Course fees per quarter unit may include: \$85 lecture and discussion courses; \$90 Open University; and regional programs prices may vary. Other fees and charges on an "as needed" basis may include: \$2 Challenge of Course by Exam fee; \$25 Late Registration fee; \$12.50 Graduation fee; \$12.50 Diploma fee; \$4.00 Transcript Fee; \$10 General Education Goal Waiver Exams I, II, III, IV; \$25 Evaluation fee for Credential Candidates. Fees will also be charged for any replacement of equipment or materials lost or damaged. Fees are subject to change without advance notice.

Degree Programs:

Undergraduate

Anthropology
Art
Biology
Business Administration
Chemistry
Child Development
Communications
Computer Science
Criminal Justice
Economics
English
Environmental Resource Management
French
Geology
History
Liberal Studies
Mathematics
Music
Nursing
Philosophy
Physical Education and Kinesiology
Physics
Political Science
Psychology
Public Administration
Religious Studies
Sociology
Spanish
Special Major
Theatre Arts

Graduate

Administration - Health Care Management
Anthropology
Business Administration
Counseling
Counseling Psychology
Education
English
Geology
History
Interdisciplinary Studies
Nurse Practitioner
Nursing
Psychology
Public Administration
Social Work
Sociology

California State University, Bakersfield (continued)

Certificate Programs:

Note: Contact the CSUB Extended University office at (661) 664-2427 for more information on certificate programs offered. Unless noted otherwise, all programs are not open entry/exit.

Attorney Assistant

Career Objective: Paralegal/Legal Secretary
Approximate Cost: \$5,500 (with books)
Duration: 80 weeks (260 hours)

Drug and Alcohol Studies

Career Objective: Substance Abuse Counselor
Approximate Cost: \$3,125 (with books)
Duration: 54 weeks (435 hours)

Grant Writing and Administration

Career Objective: Grant Writer

Managing Human Resources

Career Objective: Human Resources Manager
Approximate Cost: \$1,225 (with books)
Duration: 30 weeks (90 hours)

Safety and Risk Management

Career Objective: Business/Safety Management Related Occupations
Approximate Cost: \$875 (with books)
Duration: 20 weeks (70 hours)

Substitute Teacher

Career Objective: Substitute School Teacher K-6 or 7-12 grades
Approximate Cost: \$371-\$396 (without books)
Duration: 10 weeks (37 hours)

Workers' Compensation Law

Career Objective: Business/Safety Management Related Occupations
Approximate Cost: \$850 (with books)
Duration: 20 weeks (60 hours)

California State University, Fresno Extension

P. O. Box 53
Edwards, CA 93523-0053
140 Methusa Avenue, Room 117
Edwards Air Force Base, CA 93524-1400
Phone: (661) 258-5936
Fax: (559) 278-4475
Internet URL: <http://www.csufresno.edu>
E-Mail: engr@listserv.csufresno.edu
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Veterans Services
Career Counseling
Academic Advising

Degree Programs:

Graduate

Electrical Engineering
Mechanical Engineering

California State University, Northridge Extension

140 Methusa Avenue, Room 107
Edwards Air Force Base, CA 93524-1400
Phone: (661) 258-6955
Fax: (661) 258-8430
Internet URL: <http://www.csun.edu/>
E-Mail: admissions.records@csun.edu
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising

California State University, Northridge Extension (continued)

Degree Programs:

Graduate

Electrical Engineering
Mechanical Engineering

Carney's Customer Education Center

2001 Westwind Drive
Bakersfield, CA 93301-3054
Phone: (661) 327-0030
Fax: (661) 327-2499
Internet URL: <http://www.carneys.com>
E-Mail: info@carneys.com

Services Provided:

Public Transit Nearby

Training Offered:

Various Computer Applications

Carpenter's Local No. 743

911 20th Street
Bakersfield, CA 93301-2999
Phone: (661) 327-1429
Fax: (661) 322-8577
Accredited By: Bureau for Private Postsecondary and
Vocational Education (BPPVE)
Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby

Carpenter's Local No. 743 (continued)

Apprenticeship Program:

Note: Formal apprenticeship programs typically involve a combination of work-based learning supervised by a journey-level worker and off-site training. Apprentices earn a training wage, often with incremental increases, until they have completed their certificate and/or earned journey-level status. Local apprenticeship committees establish their own program entry requirements, and some may involve a written aptitude test or screening process. Information for entry in the apprenticeship program may be obtained by calling (661) 327-1429.

Carpenters Joint Apprenticeship

Career Objective: Carpenter
Approximate Cost: \$90
Duration: 6,000 hours (4 years)
Open Entry/Exit: Yes
Entry Requirements: High school diploma or GED; pass basic math test

Cerro Coso Community College

3000 College Heights Boulevard
Ridgecrest, CA 93555-9571
Phone: (760) 384-6100
Fax: (760) 384-6377
Internet URL: <http://www.cc.cc.ca.us>
E-Mail: bweisent@cc.cc.ca.us
Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
On-Site Child Care
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program
ESL Courses
GED Assistance

Cerro Coso Community College (continued)

Additional Instructional Sites:

Eastern Sierra College Center

2957 Birch Street
Bishop, CA 93514
Phone: (760) 872-1565
Fax: (760) 872-2460
and

Meridian Way
P. O. Box 1865
Mammoth Lakes, CA 93546
Phone: (760) 934-2875
Fax: (760) 258-0651

Kern River Valley Center

P. O. Box 3204
Lake Isabella, CA 93240
Phone: (760) 379-5501
Fax: (760) 379-5547

South Kern Center

140 Methusa Avenue
Edwards Air Force Base, CA 93524-1400
Phone: (661) 258-8644
Fax: (661) 258-5917

Associate Degree Programs:

Note: Associate Degree programs require a minimum of 60 units, or two years/four semesters of study for full-time students. As of July 1999, all California residents are charged a state-mandated enrollment fee of \$11 per unit.

Administration of Justice
Art
Automotive Technology
Business
Business Administration
Business Office Career
Child Development
Computer Information Systems
Computer Technology
General Education
General Sciences
Drafting Technology
Electronics Technology
Engineering Technology
Fire Technology
Humanities

Associate Degree Programs: (continued)

Machine Tool Technology
Physical Education
Physical Science Technology
Pre-Engineering
Social Sciences
Vocational Nursing
Welding Technology

Apprenticeship Program:

Note: Formal apprenticeship programs typically involve a combination of work-based learning supervised by a journey-level worker and off-site training. Apprentices earn a training wage, often with incremental increases, until they have completed their certificate and/or earned journey-level status. Local apprenticeship committees establish their own program entry requirements, and some may involve written aptitude test or screening process. Information for entry in the apprenticeship program may be obtained from the college at (760) 384-6100.

Carpentry

Occupational/Career Certificate Programs:

The Occupational/Career Certificate is offered to students who wish to become more self-sufficient citizens, advance within their present occupational fields or develop new skills and pursue alternative careers. This certificate is awarded to those who successfully complete a prescribed course of study with a minimum of 12 units in residence at Cerro Coso Community College. Unless stated otherwise, all programs are \$11 per unit, 12 months in length, are *not* open entry/exit, and are open to adults only.

Administration of Justice

Career Objective: Peace Officers/Highway Patrol/Sheriff's
Deputy
Duration: 18 months

Automotive Technology

Career Objective: Entry-level Automotive Mechanic

Business Administration

Career Objective: Administrative Support Occupations
Duration: 18 months

Business Office Careers (Secretarial/Clerical)

Career Objective: Clerical Worker/Administrative Assistant
Duration: 8 months

Cerro Coso Community College (continued)

Occupational/Career Certificate Programs: (continued)

Child Development

Career Objective: Child Care Worker/Preschool Teacher
Duration: 8 months

Computer Information Systems

Career Objective: Computer Related Occupations

Computer Technology

Career Objective: Computer Related Occupations

Drafting Technology

Career Objective: Entry-level Drafting Technician

Electronics Technology

Career Objective: Electronics Technician

Engineering Technology

Career Objective: Engineering Aide

Fire Technology

Career Objective: Firefighter

Machine Tool Technology

Career Objective: Machine Shop Related Occupations
Duration: 8 months

Natural Resources Management

Career Objective: Natural Resources Manager

Physical Science Technology

Career Objective: Technical Aide

Resort and Commercial Recreation Management (Resort and Recreation Emphasis)

Career Objective: Entry or Mid-Level Resort Management
Occupations
Duration: 8 months

Vocational Nursing

Objective: Licensed Vocational Nurse

Welding Technology

Objective: Entry-level Welder
Duration: 8 months

Cerro Coso Community College (continued)

Area Award Programs:

The following are short-term training programs, which require less than 18 units to complete (and therefore are not eligible for state recognized Certificate of Completion), and were designed to lead to immediate employment opportunities and to provide the opportunity for entry-level positions with career ladder opportunities following more training/education. Call the college at (760) 384-6100 for more information on these programs.

Administrative or Clinical Medical Assisting
Business Office Technology
Certified Nurses Assistant
Child Development Assistant Teacher
Child Development Associate Teacher
Digital Animation
Emergency Medical Technician I

Chapman University Extension

140 Methusa Avenue, 95 MSS/DPEE
Edwards Air Force Base, CA 93524-1500
Phone: (661) 258-5251

Fax: (661) 258-5244

Internet URL: <http://www.chapman.edu>

E-Mail: edw@chapman.edu

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Academic Advising
Job Placement Assistance

Degree Programs:

Undergraduate

Computer Science
Computer Information Systems
Criminal Justice
Mathematics
Psychology
Social Science

Community Connection for Child Care

2000 24th Street, Suite 100
Bakersfield, CA 93301-3834
Phone: (661) 861-5200
Fax: (661) 861-5261
Internet URL: <http://www.kcsos.kern.org/cccc>

Services Provided:

Career Counseling
Public Transit Nearby

Certificate Programs:

Licensed Family Child Care Provider

Career Objective: Licensed Family Child Care Provider
Approximate Cost: \$100
Duration: 3 months
Open Entry/Exit: Yes
Entry Requirements: Must pass DMV clearance, criminal background check, fingerprint clearance, TB test, child abuse index clearance, and CPR and First Aid certification (15 hours)

Miscellaneous Child Care Classes

Career Objective: Child Development, Child Care Business Management, Child Care Health and Safety, Child Nutrition and other on-going training. Call for more information.
Approximate Cost: None
Duration: Varies
Open Entry/Exit: No

Contractors State License Schools

3217 Niles Street, Suite A
Bakersfield, CA 93306-4372
Phone: (661) 366-2184
Fax: (661) 366-2414
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby

Contractors State License Schools (continued)

Certificate Program:

Journeyman

Career Objective: Construction Contractor
Approximate Cost: \$745
Duration: 3 months
Open Entry/Exit: Yes
Entry Requirements: Must be bondable; 4 years of full-time work in the last 10 years, or a college degree and two years of supervisory experience

Dasmesh Truck Driving School

9275 South Union Avenue
Bakersfield, CA 93307-6146
Phone: (661) 836-1826
Fax: (661) 832-9192
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Career Development

Certificate Programs:

Class A Truck Driving Course

Career Objective: Truck Driver
Approximate Cost: \$3,500
Duration: 4 weeks (160 hours)
Open Entry/Exit: Yes
Entry Requirements: High school diploma or GED

Delano Adult School

1811 Princeton Street

Delano, CA 93215

Phone: (661) 720-4172

Fax: (661) 725-5852

Accredited by: Western Association of Schools
and Colleges (WASC)

Services Provided:

Job Placement Assistance

On-site Child Care

Veterans Services

Career Counseling

Academic Advising

Public Transit Nearby

Learning Disabilities Program

ESL Courses

GED Assistance

Certificate Program:

Unless noted otherwise, all programs are open entry/exit and
students must be 18 years of age or older.

Business Office Training

Career Objective: Entry-level Clerical Occupations

Approximate Cost: \$250

Duration: 6-8 months

Certified Nurse Assistant (CNA)

Career Objective: Certified Nurse Assistant (CNA)

Approximate Cost: \$140 (includes books and test fee)

Duration: 3 months

Entry Requirements: Pass reading test at 8th grade equivalent,
must be fingerprinted, uniform required

Douglas H. Carr

P. O. Box 3747

Wofford Heights, CA 93285-3747

6755G Wofford Boulevard

Wofford Heights, CA 93285-9749

Phone: (760) 376-1926

Fax: (760) 376-1926

E-Mail: rich1@lightspeed.net

Services Provided:

Career Counseling

Distance Learning

Public Transit Nearby

Douglas H. Carr (continued)

Programs Offered:

Unless stated otherwise, all programs cost approximately \$150,
are 3 weeks (24 hours) in duration, are open entry/exit,
students must be 18 years of age or older and literate in the
English language.

Home-Based Business Workshop

Career Objective: Home-based Self-employment/Business
Training Entrepreneurship

On-Line Home-Based Business Employment Training

Career Objective: Home-based Self-employment/Business
Training Entrepreneurship

Special Counseling Services Available:

Business Start-ups

Funding Sources

Management Solutions

E-Commerce

Acquisitions

Marketing

Home Business

Business Plans

East Bakersfield High School

2200 Quincy Drive

Bakersfield, CA 93306-4097

Phone: (661) 871-7221

Fax: (661) 872-6980

Internet URL: <http://www.khsd.k12.ca.us/east/>

E-Mail: danderson@khsd.k12.ca.us

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance

On-site Child Care

Career Counseling

Academic Advising

Public Transit Nearby

Disabled Student Services

Learning Disabilities Program

ELD (English Language Development Courses)

East Bakersfield High School (continued)

California Partnership Academies Programs:

Note: The California Partnership Academies Program is for high school students only. Students must provide own transportation to community classroom sites. Upon graduation students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. Unless stated otherwise, all programs are 3 years in duration. For more information, call (661) 871-7221.

Health Careers

Career Objective: Health Related Occupations

Multi Media

Career Objective: Multi-Media Related Occupations

Specialized Secondary Programs

Career Objective: Science, Technology, Engineering and
Manufacturing Occupations

Duration: 4 years

Edwards Air Force Base Aero Club

36 North Wolfe Avenue, Building 1609B

Edwards Air Force Base, CA 93524-6745

Phone: (661) 275-8321

Fax: (661) 277-5747

Internet URL: <http://www.edwaeroclub.org>

E-Mail: doug.botbyl@edwards.af.mil

Services Provided:

Veterans Services

Certificate Program:

Flight Training

Career Objective: Private Pilot

Approximate Cost: \$4,000

Duration: 6 months

Open Entry/Exit: Yes

Entry Requirements: 16 years of age or older; pass Federal
Aviation Administration physical exam

Edwards Air Force Base Aero Club (continued)

Other Programs:

Call (661) 275-8321 for more information.

Additional Aircraft Rating - AMEL

ATP - AMEL

ATP - ASEL

Commercial Pilot - ASEL

Instrument Rating - Airplane

Flight Instructor

Flight Instructor Instrument

Flight Instructor MEL

Embry-Riddle Aeronautical University at Edwards Air Force Base

140 Methusa Avenue

Edwards Air Force Base, CA 93524-1400

Phone: (661) 258-1264

Fax: (661) 258-1416

Internet URL: <http://www.ec.erau.edu/cce/centers/edwards/edwards-home.html>

E-Mail: edwards_center@cts.db.erau.edu

Accredited by: Southern Association of Schools and
Colleges (SASC) and Bureau for Private
Postsecondary and Vocational
Education (BPPVE)

Services Provided:

Financial Aid/Assistance

Veterans Services

Career Counseling

Academic Advising

Public Transit Nearby

Degree Programs:

Undergraduate

Aviation Maintenance Management

Management of Technical Operations

Professional Aeronautics

Embry-Riddle Aeronautical University at Edwards Air Force Base (continued)

Graduate

Aeronautical Science

Extraordinaire Models & Talent Training & Placement Center

200 New Stine Road, Suite 200

Bakersfield, CA 93309-2663

Phone: (661) 397-4440

Fax: (661) 397-1157

E-Mail: vawhite@exmodeltalent.com

Services Provided:

Job Placement Assistance

Career Counseling

Public Transit Nearby

Program Offered:

Models and Talent Event

Career Objective: Modeling/Acting

Approximate Cost: \$0 - \$750

Duration: 8 weeks

Open Entry/Exit: Yes

Entry Requirements: None

Federico Career Colleges of Bakersfield

4105 Ming Avenue

Bakersfield, CA 93309-4994

Phone: (661) 397-9293

Fax: (661) 397-8613

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance

Career Counseling

Public Transit Nearby

Disabled Student Services

Federico Career Colleges of Bakersfield (continued)

Certificate Programs:

Unless noted otherwise, all programs are open entry/exit, students must have a 10th grade education or higher and must pass an entrance exam.

Cosmetology

Career Objective: Cosmetologist

Approximate Cost: \$5,180.31

Duration: 1,600 hours (10 months)

Esthetician

Career Objective: Esthetician

Approximate Cost: \$4,403.50

Duration: 600 hours (16 weeks)

Manicuring/Pedicuring

Career Objective: Manicurist

Approximate Cost: \$3,129.31

Duration: 400 hours (10 weeks)

Teacher Trainee

Career Objective: Cosmetology Instructor

Approximate Cost: \$3,704

Duration: 4 months

Entry Requirements: high school diploma or GED; be
registered with the state as a
cosmetologist

Foothill High School

501 Park Drive

Bakersfield, CA 93306-6099

Phone: (661) 366-4491

Fax: (661) 363-6223

Internet URL: [http://www.khsd.k12.ca.us/
foothill/](http://www.khsd.k12.ca.us/foothill/)

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance

Career Counseling

Academic Advising

Public Transit Nearby

Foothill High School (continued)

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must provide own transportation to community classroom sites. Upon graduation, students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. Unless noted otherwise, all programs are 3 years in duration. For more information, please call (661) 336-4491.

Agri-Business

Career Objective: Agri-Business Related Occupations

Computer Design

Career Objective: Computer Related Occupations/
Computer Drafting

Frazier Mountain High School

700 Falcon Way

Lebec, CA 93243

Phone: (661) 248-0310

Fax: (661) 248-0403

Internet URL: <http://www.el-tejon.k12.ca.us/fmhs>

E-Mail: sdrumright@mail.el-tejon.k12.ca.us

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Career Counseling
Distance Learning
Academic Advising
Learning Disabilities Program

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must furnish own transportation to community classroom sites. Upon graduation, students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. For more information, call (661) 248-0310.

Computer Technology Careers

Career Objective: Computer Technology Related
Occupations

Duration: 1-3 years

Fresno Pacific University Graduate School - Bakersfield Center

1430 Truxtun Avenue

Bakersfield, CA 93301

Phone: (661) 864-1515

Fax: (661) 864-1516

Internet URL: <http://www.fresno.edu/>

E-Mail: grdadmis@fresno.edu

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby

Degree Programs:

Graduate

Education - Administrative Services

Education - Library Media

H & R Block Tax School (Bakersfield)

920 Chester Avenue

Bakersfield, CA 93301-5426

Phone: (661) 324-1040

Fax: (661) 325-1083

Internet URL: <http://www.hrblock.com>

E-Mail: dasmith@hrblock.com

Accredited By: California Tax Education Council

Services Provided:

Veterans Services
Public Transit Nearby

H & R Block Tax School (Bakersfield) (continued)

Certificate Program:

Tax Preparer

Career Objective: Tax Preparer
Approximate Cost: \$295
Duration: 11 weeks
Open Entry/Exit: No
Entry Requirements: 16 years of age or older

H & R Block Tax School (Bishop)

136 Whitney Alley
Bishop, CA 93514-2749
Phone: (760) 873-6166
Fax: (760) 873-8758
Internet URL: <http://www.hrblock.com>

Services Provided:

None

Certificate Program:

Tax Preparer

Career Objective: Tax Preparer
Approximate Cost: \$149-199
Duration: 11 weeks
Open Entry/Exit: No
Entry Requirements: 16 years of age or older

Henkels & McCoy, Inc.

6734 Charity Lane, Suite 5
Bakersfield, CA 93308-5945
Phone: (661) 322-5041 or (626) 974-5304
Fax: (626) 974-5521
Internet URL: <http://www.henkelsandmccoy.com>
Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby

Henkels & McCoy, Inc. (continued)

Certificate Program:

Telecommunications Cabling Technician

Career Objective: Telephone/Cable TV Line Installers
Repairers
Approximate Cost: None
Duration: 350 hours (10 weeks)
Open Entry/Exit: No
Entry Requirements: Eligible for services under the Workforce
Investment Act (WIA) 18 years of age or
older, valid driver's license, reliable
transportation, pass drug screen, no
felony convictions, math and reading
skills at or above 8th grade level, good
physical condition

Highland High School

2900 Royal Scots Way
Bakersfield CA 93306-2899
Phone: (661) 872-2777
Fax: (661) 871-6052
Internet URL: <http://www.khsd.k12.ca.us/highland>
E-Mail: Lstewart@khsd.k12.ca.us
Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby

California Partnership Academies Program:

Note: The California Partnership Academies Program is for
high school students only. Students must provide own
transportation to community classroom sites. Upon graduation
students may go to a college or university or move directly into
the workplace. The Academy background will give these
students an advantage in pursuing a job or advanced
education. For more information, call (661) 872-2777.

Energy/Environmental Technology

Career Objective: Energy/Environmental Technology
Duration: 3 years

Inyo County Adult Education

P. O. Box G

Independence, CA 93526-0607

Phone: (760) 878-2426

Fax: (760) 878-2903

E-Mail: suzette_russi@inyo.k12.ca.us

Accredited By: Western Association of Schools
and Colleges (WASC)

Services Provided:

Public Transit Nearby
Learning Disabilities Program
ESL Courses
GED Assistance

Certificate Programs:

Note: The adult education classes are basically open entry/
open exit. There is a \$10 materials fee for most classes.
Instructional sites are located in Bishop, Big Pine, Death Valley,
Independence and Lone Pine. For more information call (760)
878-2426.

Bishop Instructional Site:

Auto Mechanic (Beginning and Advanced)
Certified Nurse Aide (CNA)
Clothing
Computer Applications
Emergency Medical Technician
Home Decorating/Stained Glass
Welding

Big Pine Instructional Site:

Computer Applications
Home Decorating/Stained Glass

Independence Instructional Site:

Computer Applications

Lone Pine Instructional Site:

Auto Mechanic
Computer Applications
Emergency Medical Technician

Inyo County Regional Occupational Program

P. O. Box G

Independence, CA 93526-0607

Phone: (760) 878-2426

Fax: (760) 878-2903

E-Mail: jim_meadowcroft@inyo.k12.ca.us

Services Provided:

Job Placement Assistance
Career Counseling

Certificate Programs:

Note: The Regional Occupational Program (ROP) is open to
high school students 16 years or older and, if openings exists, to
adults on a first come first serve basis. The program may be
considered open entry/open exit and may require fees for adults.
Classes are subject to availability and subject to change without
advanced notice. Average time to complete each program is two
to three years. Contact the ROP office at (760) 878-2426 for
information on classes, fees and training site locations. Students
must provide own transportation to community classroom sites.

Big Pine High School:

Computer Applications
Computer Repair
Drafting

Bishop High School:

Agriculture
Art
Auto Mechanic
Carpentry
Computer Applications
Computer Graphics
Drafting
Fashion/Clothing
Floriculture
Journalism
Office Procedures
Welding

Death Valley:

Retail Sales

Inyo County Regional Occupational Program (continued)

Lone Pine High School:

Agriculture
Auto Mechanic
Certified Nurse Aide (CNA)
Computer
Multi-Media

Owens Valley High School (Independence):

Commercial Art
Office Procedures

Kern County Regional Occupational Program

15926 K Street
Mojave, CA, 93501-1713
Phone: (661) 824-9313
Fax: (661) 824-9316
E-Mail: damcqui@zeus.kern.org
Accredited By: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby

Certificate Programs:

Note: The Regional Occupational Program (ROP) is open to high school students 16 years or older and, if openings exist, to adults on a first come first serve basis. The program may be considered open entry/open exit and may require fees for adults. Classes are subject to availability and subject to change without advanced notice. Contact the ROP office at (661) 824-9313 for information on classes, fees and training site locations. Students must provide own transportation to community classroom sites.

Advanced Computer Applications

Career Objective: Advanced Computer Operator/Software
Duration: 252 hours

Kern County Regional Occupational Program (continued)

Applied Child Development

Career Objective: Primary Classroom Aide/Nursery School Aide
Duration: 360 hours

Automotive Service

Career Objective: Entry-level Auto Mechanic
Duration: 360 hours

Beginning Computer Applications

Career Objective: Entry level Computer Operator/Software
Duration: 180 hours

Business Careers Co-op

Career Objective: Receptionist/Fast Food Clerk/
Salesperson/Stock Person
Duration: 360 hours

Business Graphics

Career Objective: Graphic Designer/Book Binder/Computer
Typesetter/Desktop Publisher
Duration: 360 hours

Composites

Career Objective: Entry-level Composite Fabrication
Duration: 115 hours

Computer Maintenance and Repair

Career Objective: Entry-level Repair/Maintenance
Technician
Duration: 360 hours

Construction Technology

Career Objective: Apprentice Construction Worker
Duration: 360 hours

Cosmetology

Career Objective: Cosmetologist/Manicurist/Pedicurist/
Esthetician
Duration: 1,600 hours

Criminal Justice

Career Objective: Guard/Watch Guard
Duration: 360 hours

Food Services

Career Objective: Food Preparation Worker/Waiter/
Waitress/Bus Person/Food Purchaser/
Function Planner
Duration: 360 hours

Kern County Regional Occupational Program (continued)

Certificate Programs: (continued)

Greenhouse Management and Landscaping

Career Objective: Retail Nursery Helper/Gardener
Duration: 216 hours

Health Careers

Career Objective: Emergency Medical Technician/Physical Therapy Aide/Occupational Therapy Aide/X-ray Technician Aide/Medical Records Clerk/Central Supply Clerk/Medical Office Worker
Duration: 360 hours

Internetworking

Career Objective: Entry-level Network Systems Technician
Duration: 180 hours

Medical Office and Hospital Procedures

Career Objective: Admission Clerk/Health Unit Coordinator/Laboratory Aide/Medical Receptionist/Medical Records Clerk/Nursing Office Clerk/Pharmacy Aide/Physician's Answering Services Operator
Duration: 525 hours

Medical Office and Hospital Procedures - Clinical

Career Objective: Medical Assistant
Duration: 300 hours

Occupational Typing

Career Objective: Entry-level Typing/Keyboarding Skills
Duration: 180 hours

Photography

Career Objective: Entry-level Press Photographer/Photograph Processor/Developer/Advertising
Duration: 360 hours

Retailing Careers Co-op

Career Objective: Salesperson/Window Dresser/Stock Clerk
Duration: 360 hours

Retail Marketing

Career Objective: Sales Person/Inventory Control Clerk/Merchandise Display/Advertising
Duration: 360 hours

Kern County Regional Occupational Program (continued)

Certificate Programs: (continued)

Visual Communications and Graphics

Career Objective: Entry-level Photography/Videography/Graphics/Communications/Desktop Publishing/Process Camera/Offset Press/Bindery/Silk Screening/Air Brushing
Duration: 216 hours

Welding

Career Objective: Welder's Helper
Duration: 360 hours

Wildlands Fire Science

Career Objective: Entry-level U.S. Forestry Service Ranger/Forest Firefighter/Forest Conservationist
Duration: 180 hours

Wind Turbine Technician

Career Objective: Wind Turbine Technician
Duration: 144 hours

Kern Electrical Apprenticeship

401 19th Street

Bakersfield, CA 93301-4907

Phone: (661) 324-0105

Fax: (661) 324-4121

Accredited by: California Division of Apprenticeship Standards

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby

Apprenticeship Program:

Note: Formal apprenticeship programs typically involve a combination of work-based learning supervised by a journey-level worker and off-site training. Apprentices earn a training wage, often with incremental increases, until they have completed their certificate and/or earned journey-level status. Local apprenticeship committees establish their own program entry requirements, and some may involve a written aptitude test or screening process. Information for entry in the apprenticeship program may be obtained by calling (661) 324-0105.

Kern Electrical Apprenticeship (continued)

Electrician

Career Objective: Electrician
Approximate Cost: \$4,086
Duration: 5 years (1,200 hours classroom and 8,000 hours on the job)
Open Entry/Exit: No
Entry Requirements: 18 years of age or older; high school diploma or GED; completion of high school algebra with a "C" grade or better; ability to perform heavy lifting

Kern High School District - Career Resource Department

2727 "F" Street
Bakersfield, CA 93301-1817
Phone: (661) 322-7492
Fax: (661) 322-2738
Internet URL: <http://www.khsd.k12.ca.us>
E-Mail: pipra_stewart@khsd.k12.ca.us
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby
GED Assistance

Certificate Programs:

Unless noted otherwise, all students must be eligible for services under the Workforce Investment Act (WIA) and be 18 years of age or older; all programs are at no cost to the eligible student and are not open entry/exit.

Business Services

Career Objective: General Office Clerical Specialist
Duration: 18 Weeks
Entry Requirements: Read and write at or above 8th grade level; keyboarding experience preferred
Training Site: 2727 "F" Street
Bakersfield, CA 93301
and community classroom sites

Kern High School District - Career Resource Department (continued)

Certificate Programs: (continued)

Certified Nurse Assistant

Career Objective: Certified Nurse Assistant/Home Health Care Aide
Duration: 16 Weeks (14 weeks CAN & 2 weeks HHA)
Entry Requirements: Pass drug screen; read and write at or above 6.9 grade level; no felony convictions; pass drug screen; meet physical requirements
Training Site: 2727 "F" Street
Bakersfield, CA 93301

Child Care Provider

Career Objective: Child Care Worker/Licensed Family Child Care Provider
Duration: 18 weeks
Entry Requirements: High school diploma or GED; pass drug screen; meet physical requirements
Training Site: 1801 Panorama Drive
Bakersfield, CA 93305
and clinical training at day care sites

Pharmacy Technician

Career Objective: Pharmacy Technician Certification
Duration: 520 hours (21 weeks) maximum
Entry Requirements: High school diploma or GED; pass drug screen; no felony convictions; keyboarding experience; effective writing and verbal skills; meet physical requirements
Training Site: 2727 "F" Street
Bakersfield, CA 93301
and clinical training in community pharmacies

Service Occupations

Career Objective: Institutional Dietary Cook/Aide/Janitor/Maintenance Worker/Groundskeeper/Housekeeper/Laundry Worker/Clerical Assistant
Duration: 10 weeks
Open Entry/Exit: Yes
Entry Requirements: No felony convictions; pass drug screen
Training Site: 2727 "F" Street
Bakersfield, CA 93301
and community classroom sites

Kern High School District Regional Occupational Center

501 South Mt. Vernon Avenue

Bakersfield, CA 93307-2859

Phone: (661) 831-3327

Fax: (661) 398-8239

Internet URL: <http://www.khsd.k12.ca.us/roc/>

Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance

On-site Child Care

Career Counseling

Academic Advising

Public Transit Nearby

Certificate Programs:

Note: The Regional Occupational Center (ROC) is open to high school students 16 years or older and, if openings exists, to adults on a first come first serve basis. The program may be considered open entry/exit and may require fees for adults. Classes are subject to availability and subject to change without advanced notice. Contact the ROC office at (661) 831-3327 for information on classes, fees and training site locations. Students must provide own transportation to community classroom sites. Unless noted otherwise, all programs are 2 semesters in duration.

Animal Care Technology

Career Objective: Veterinary Assistant/Groomer

Auto Body/Fender Repair

Career Objective: Entry-level Auto Body Repair

Auto Technology

Career Objective: Entry-level Mechanic

Careers in Finance

Career Objective: Bank/Credit Union Teller/Clerk

Entry Requirements: Students should have passed the Kern High School District's math and reading proficiency tests

Carpentry

Career Objective: Entry-level Carpenter/Construction Worker

Kern High School District Regional Occupational Center (continued)

Certificate Programs: (continued)

Computer Repair Technician

Career Objective: Computer Repair Technician/Computer Maintenance Technician

Entry Requirements: Strong math skills

Cosmetology

Career Objective: Cosmetologist/Manicurist/Pedicurist/Esthetician

Duration: 1600 Hours

Diesel Mechanics

Career Objective: Entry-level Diesel Mechanics

Note: on-the-job training possible for most second semester students

Graphic Arts

Career Objective: Graphic Designer/Book Binder/Computer Typesetter/Desktop Publisher/Printer

Entry Requirements: Students should have passed the Kern High School District's math and reading proficiency tests

Health Occupations

Career Objective: Emergency Medical Technician/Physical Therapy Aide/Occupational Therapy Aide/X-ray Technician Aide/Medical Records Clerk/Central Supply Clerk

Entry Requirements: Average or above reading and writing skills

Hospitality/Hotel Occupations

Career Objective: Food Preparation Worker/Food Service Person/Hotel or Motel Desk Clerk/Travel Agency Clerk/Reservation Service Clerk

Law Enforcement

Career Objective: Entry-level Criminal Justice/Law Enforcement Occupations

Duration: 2 semesters

Entry Requirements: Above average skills in reading, writing and spelling

Medical Assistant

Career Objective: Medical Assistant

Entry Requirements: Above average skills in reading, writing and spelling; must be interviewed and accepted by ROC Counselor

Kern High School District Regional Occupational Center (continued)

Nursing Assistant

Career Objective: Certified Nurse Assistant
Entry Requirements: Average or above reading and writing skills

Office Occupations

Career Objective: Entry-level General Office Clerk/Clerk Typist/Account Clerk/Word Processor Medical Secretary/Computer Operator Clerk/Medical Transcriptionist/Data Processing Clerk
Duration: 810 hours
Note: only students with advanced office skills will be selected for this program, which combines classroom training with internship

Retail Sales

Career Objective: Retail Salesperson

Teacher Assistant

Objective: Entry-level Teachers Aide/Assistant in Preschool, Day Care/Primary, Elementary, Middle and Secondary Schools
Entry Requirements: Students should have passed the Kern High School District's reading proficiency test

Welding

Career Objective: Entry-level Welder/Welder's Helper

Kern Valley High School

3340 Erskine Creek Road
Lake Isabella, CA 93240-9609
Phone: (760) 379-2611
Fax: (760) 379-8314
Internet URL: <http://www.khsd.k12.ca.us/kernvalley>
E-Mail: peggy_hosman@khsd.k12.ca.us
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Career Counseling
Academic Advising
Public Transit Nearby

Kern Valley High School (continued)

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must complete the 9th grade before they will be considered for admittance into the program. Students must provide own transportation to community classroom sites. Upon graduation students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. For more information, call (760) 379-2611 ext. 52.

ECHO Health Careers Academy

Career Objective: Health Related Occupations
Duration: 3 years

Lyle's Bakersfield College of Beauty, Inc.

2935 "F" Street
Bakersfield, CA 93301-1819
Phone: (661) 327-9784
Fax: (661) 327-2303

Accredited by: National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Public Transit Nearby
Disabled Student Services

Certificate Programs:

Note: For all the classes listed below, applicants must be 17 years of age or older, have a high school diploma or GED, be free of infectious or communicable disease and have a passing score of 70% on the Ability-to-train Milady Test. Unless noted otherwise, all programs are open entry/exit. All prices are subject to change without prior notice.

Lyle's Bakersfield College of Beauty, Inc. (continued)

Certificate Programs: (continued)

Barber Conversion

Career Objective: Barber
Approximate Cost: \$2,173.50
Duration: 400 hours (6 months)

Cosmetology

Career Objective: Cosmetologist
Approximate Cost: \$6,311.50
Duration: 1,600 hours (12 months full-time, 20 months part-time)

Manicuring/Pedicuring

Career Objective: Manicurist
Approximate Cost: \$2,953.00
Duration: 400 hours (6 months)

Teacher Trainee

Career Objective: Cosmetology Instructor
Approximate Cost: \$3,505.50
Duration: 600 hours (6 months)

Massage Training Institute

2427 "G" Street
Bakersfield, CA 93301-2809
Phone: (661) 631-1966
Fax: (661) 631-1985
Accredited By: Association of Bodywork and Massage Professionals and Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Career Counseling
Academic Advising
Public Transit Nearby

Certificate Program:

Massage Training

Career Objective: Massage Technician
Approximate Cost: \$900 (includes \$200 deposit)
Duration: 3-6 months
Open Entry/Exit: Yes
Entry Requirements: 18 years of age or older; high school diploma or GED

McFarland Learning Center

599 Fifth Street
McFarland, CA 93250-1174
Phone: (661) 792-3178
Fax: (661) 792-6758
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
English Language Development Courses
GED Assistance

Certificate Program:

Vocational Business Training

Career Objective: Entry-level Clerical Occupations
Approximate Cost: None
Duration: 6-9 months
Open Entry/Exit: Yes
Entry Requirements: 16 years of age or older

Mexican American Opportunity Foundation

2001 28th Street
Bakersfield, CA 93301-1934
Phone: (661) 861-2800
Fax: (661) 336-6861
Internet URL: <http://www.maof.org>
E-Mail: maofceop@maof.org
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby
GED Assistance

Mexican American Opportunity Foundation (continued)

Certificate Programs:

Unless noted otherwise, all students must be eligible for services under the Workforce Investment Act (WIA) and be 18 years of age or older; all programs are at no cost to eligible students, are 6 months in duration and are open entry/exit.

Bookkeeping

Career Objective: Bookkeeper/Accounting Clerk

Clerical Training

Career Objective: Entry-level Clerical Occupations

Medical Office Worker

Career Objective: Medical Office Worker

Duration: 7 months

National Test Pilot School

P. O. Box 658

Mojave, CA 93502-0658

Phone: (661) 824-2977

Fax: (661) 824-2943

Internet URL: <http://www.ntps.com>

E-Mail: ntps@ntps.com

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

None

Degree Programs:

Graduate

Flight Technology

Flight Test and Evaluation

Certificate Programs:

Unless noted otherwise, all programs are not open entry/exit. Please call (661) 824-2977 for career objective information.

Aviation Safety

Approximate Cost: \$700

Duration: 3 days

National Test Pilot School (continued)

Certificate Programs: (continued)

Avionics Systems Course

Approximate Cost: \$4,900

Duration: 2 weeks

FAA Avionics Systems Certification Course (Fixed and Rotary Wing)

Approximate Cost: \$4,900

Duration: 2 weeks

FAA Flight Test Certification and Standardization Course (Fixed and Rotary Wing)

Approximate Cost: \$25,000/engineer

\$35,000/pilot

Duration: 6 weeks

Introduction to Flight Testing (Fixed Wing)

Career Objective: Test Pilot

Approximate Cost: \$5,500

Duration: 2 weeks

Introduction to Flight Testing (Rotary Wing)

Career Objective: Test Pilot

Approximate Cost: \$5,500

Duration: 2 weeks

Light Aircraft Course

Approximate Cost: \$43,000

Duration: 9 weeks

Night Vision Goggle NVG Advanced Evaluation

Approximate Cost: \$4,000

Duration: 3 weeks

Night Vision Goggle NVG Compatible Lighting Evaluation

Approximate Cost: \$2,000

Duration: 1 week

Operational Test and Evaluation Course (Fixed and Rotary Wing)

Approximate Cost: \$8,500

Duration: 3 weeks

Open Entry/Exit: no

Professional Performance and Flying Qualities Course

Career Objective: Test Pilot/Flight Test Engineer

Approximate Cost: \$220,000 Pilot

\$99,500 Engineer

Duration: 20 weeks

Professional Systems Course

Career Objective: Test Pilot/Flight Test Engineer

Approximate Cost: \$220,000 Pilot

\$99,500 Engineer

Duration: 20 weeks

National Training Institute, Inc.

200 China Grade Loop, Suite E

Bakersfield, CA 93308-1735

Phone: (661) 393-1425

Fax: (661) 393-7615

Internet URL: <http://www.ntiusa.com>

E-Mail: cynthias@bakersfield.ntiusa.com

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance

Job Placement Assistance

Veterans Services

Career Counseling

Public Transit Nearby

Certificate Programs:

Unless noted otherwise, all programs are 15 weeks (480 hours) in duration, open entry/exit, students must be 16 years of age or older, possess a high school diploma or GED or pass Ability to Benefit Test.

Computer Service Technician

Career Objective: Computer Service Technician

Approximate Cost: \$5,800

Integrated Digital Electronics

Career Objective: Integrated Digital Technician

Approximate Cost: \$5,500

National University - Bakersfield Academic Center

4560 California Avenue

Bakersfield, CA 93309-1150

Phone: (661) 864-2360

Fax: (661) 864-2368

Internet URL: <http://www.nu.edu/>

E-Mail: admissions@nu.edu

Accredited by: Western Association of Schools and Colleges (WASC) and California Commission on Teacher Credential

National University - Bakersfield Academic Center (continued)

Services Provided:

Financial Aid/Assistance

Veterans Services

Career Counseling

Distance Learning

Academic Advising

Public Transit Nearby

Degree Programs:

Undergraduate

Business Administration

Interdisciplinary Studies

Graduate

Business Administration

Education - Crosscultural Teaching

Certificate Programs:

Unless noted otherwise, the career objective of all programs is teacher; the approximate cost is \$213 per unit; all programs are open entry/exit, students must have a Bachelor's degree in related subject with at least a 2.5 G.P.A. (2.0-2.49 G.P.A. provisional admission).

Preliminary Multiple Subject Teaching Credential with CLAD

Units Required: 52.5

Duration: 9-12 months

Professional Clear Multiple Subject Teaching Credential with CLAD

Units Required: 66

Duration: 12-15 months

Preliminary Single Subject Teaching Credential with CLAD

Units Required: 52.5

Duration: 9-12 months

Professional Clear Single Subject Teaching Credential with CLAD

Units Required: 66

Duration: 12-15 months

CLAD Certificate

Career Objective: Teacher with CLAD Certification

Units Required: 18

Duration: 4 months

Entry Requirements: Previously credentialed teacher

New Horizons Computer Learning Center

5121 Stockdale Highway, Suite 150
Bakersfield, CA 93309-2665
Phone: (661) 397-3606
Fax: (661) 834-0682
1431 Rosamond Boulevard, Suite 14E
Rosamond, CA 93560-7428
Phone: (661) 397-3606
Fax: (661) 834-0682
Internet URL: <http://www.newhorizons.com>
E-Mail: nhinfo@nhbakersfield.com
Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby

Certificate Programs:

Unless noted otherwise, all programs are not open entry/exit,
students must possess a high school diploma or GED.

Certified Internet Professional Web Site Designer

Career Objective: Certified Internet Professional Web Site
Designer
Approximate Cost: \$8,600
Duration: 13 weeks

Certified Novell Engineering (CNE)

Career Objective: Certified Novell Engineer
Approximate Cost: \$8,600
Duration: 18 weeks

Computer Support Specialist/A+ Certification (CNA)

Career Objective: Certified Novell Administrator/A+
Certified/PC Technician/Network
Administrator
Approximate Cost: \$6,900
Duration: 12 weeks
Entry Requirements: Type 20 wpm

New Horizons Computer Learning Center (continued)

Microsoft Certified Systems Engineering (MCSE)

Career Objective: Microsoft Certified Systems Engineer
Approximate Cost: \$9,500
Duration: 20 weeks
Entry Requirements: PC experience required

Microcomputer Application Specialist (Office Administration)

Career Objective: Microsoft Office User Specialist
Approximate Cost: \$3,995
Duration: 12 weeks
Entry Requirements: Basic office skills

Web-Based Training Programs:

The cost and duration of the following programs vary.
Training can be customized, call (661) 397-3606 for eligibility
requirements or more information.

C, C++ Programming
Database Concepts
Design and Publishing
E-Commerce/E-Business
End-User Applications
Internet Literacy
IT Management
Lotus Notes/Domino 5
Microsoft Office 2000
Microsoft Certified Database Administrator Core Courses
Microsoft Certified Solution Developer Core Courses
Microsoft Certified Solution Developer Elective Courses
Microsoft Certified System Engineer Core Courses
Microsoft Certified System Engineer Elective Courses
Microsoft Certified System Engineer 2000 Courses
Object Programming
Oracle
Sales Methodology
Sun Java
UNIX
WEB Programming
Windows Programming

North Kern Vocational Training Center

2150 Seventh Street

Wasco, CA, 93280-1563

Phone: (661) 758-3045

Fax: (661) 758-5956

E-Mail: gisanti@zeus.kern.org

Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Career Counseling

Public Transit Nearby

Certificate Programs:

Note: The Regional Occupational Program (ROP) is open to high school students 16 years or older and, if openings exists, to adults on a first come first serve basis. The program may be considered open entry/open exit and may require fees for adults. Unless noted otherwise, all programs are 2 semesters in duration. Classes are subject to availability and subject to change without advanced notice. Contact the ROP office at (661) 758-3045 or (661) 725-4187 for information on classes, fees and training site locations.

Auto Technology

Career Objective: Entry-level Auto Mechanic

Auto Body/Fender Repair

Career Objective: Entry-level Auto Body Repair

Auto/Home Upholstery

Career Objective: Entry-level Upholsterer Auto Seats/Home Furniture

Cabinet Making

Career Objective: Cabinet Maker/Carpenter Assistant

Computer Aided Drafting

Career Objective: Entry-level Computerized Drafter (CAD)

Entry Requirements: Equivalent of 1 year high school drafting, keyboarding or typing

Computer Applications

Career Objective: Office Clerk

Duration: 1 semester

Entry Requirements: Typing I or proficiency of 25 wpm

North Kern Vocational Training Center (continued)

Certificate Programs: (continued)

Computerized Accounting

Career Objective: Accounting Clerk

Construction

Career Objective: Construction Site Helper

Cosmetology

Career Objective: Cosmetologist/Manicurist/Pedicurist/
Esthetician

Duration: 1,600 hours

Approximate Cost: \$200 deposit for kit, refunded after 250
hours completed

Emergency Medical Technician

Career Objective: Emergency Medical Technician

Duration: 140 hours

Flower Arranging

Career Objective: Florist Helper

Health Careers

Career Objective: Health Related Careers

Marketing & Merchandising

Career Objective: Retail Salesperson

Medical Assistant

Career Objective: Medical Assistant

Medical/Dental Receptionist

Career Objective: Medical/Dental Receptionist

Nursing Assistant

Career Objective: Nursing Assistant

Receptionist Clerk I and II

Career Objective: Receptionist/File Clerk/Word Processor

Restaurant Careers

Career Objective: Food Servers/Bus Person

Security/Law Enforcement

Career Objective: Guard/Watch Guard

Stenographer/Secretary

Career Objective: Secretary/Medical Secretary/Legal
Secretary

Welding/Pipe Welder

Career Objective: Entry-level Welder/Welder's helper

Nuway Truck Driving School, Inc.

490 Belle Terrace
Bakersfield, CA 93307-3654
Phone: (661) 861-0192
Fax: (661) 861-0103
E-Mail: tdsnuway@acninc.com
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Career Counseling
Public Transit Nearby

Certificate Programs:

Unless noted otherwise, all programs are not open entry/exit, students must have a clean DMV record, be able to pass a drug screen, a D.O.T. physical and "Ability to Benefit" test.

Local Truck Driver

Career Objective: Local Truck Driver
Approximate Cost: \$2,495
Duration: 3 weeks
Entry Requirements: 18 years of age or older; DMV Class A Permit required

Long Haul Truck Driver

Career Objective: Long Haul Truck Driver
Approximate Cost: \$3,595
Duration: 4 weeks
Open Entry/Exit: No
Entry Requirements: 21 years of age or older

Owens Valley Career Development Center

P. O. Box 1467
Bishop, CA 93515-1467
2574 Diaz Lane
Bishop, CA 93514
Phone: (760) 873-5107
Fax: (760) 873-4107
E-Mail: consovc@qnet.com
Accredited by: Western Association of Schools and Colleges (WASC)

Owens Valley Career Development Center (continued)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby

Certificate Programs:

Acute Care
Administration of Justice (first half of Police Academy)
Alcohol/Drug Abuse Counselor Certification
Casino Games
Computer Applications
Computer Literacy
Construction Trades
Hotel/Motel Management, with Restaurant and Casino Operations
Lodging Operations
Medical Terminology
Nursing Assistant/Home Health Aide

Note: Contact school for more information

Pacific Coast Truck School

5800 State Road, Suite 7
Bakersfield, CA 93308-3039
Phone: (661) 392-9283
Fax: (661) 399-5627
1504 South Lexington Street
Delano, CA 93215-9201
Phone: (877) JOB WAVE (562-9283)
Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby

Note: Financing is available. Instruction in Spanish available.

Pacific Coast Truck School (continued)

Certificate Programs:

Unless noted otherwise, all programs are not open entry/exit, students must be 18 age or older, possess high school diploma or GED, pass Department of Transportation physical and drug screen.

Class A Truck Driver Refresher Course

Career Objective: Truck Driver
Approximate Cost: \$110-\$1,995
Duration: 2-80 hours

Class B Truck Driver

Career Objective: Class B Truck Driver
Approximate Cost: \$1,040
Duration: 20 hours

Truck Driver

Career Objective: Truck Driver
Approximate Cost: \$3,995
Duration: 240 hours

Pipe Trades JAC

6820 Meany Avenue
Bakersfield, CA 93308-5130

Phone: (661) 589-3824

Fax: (661) 589-1059

Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby

Apprenticeship Programs:

Note: Formal apprenticeship programs typically involve a combination of work-based learning supervised by a journey-level worker and off-site training. Apprentices earn a training wage, often with incremental increases, until they have completed their certificate and/or earned journey-level status. Local apprenticeship committees establish their own program entry requirements, and some may involve a written aptitude test or screening process. Information for entry in the apprenticeship programs may be obtained by calling (661) 589-3824.

Pipe Trades JAC (continued)

Apprenticeship Programs: (continued)

Unless noted otherwise, there is no cost to eligible students, all programs are not open entry/exit, the duration of the programs are 5 years (7,500 hours), students must be 18 years of age or older, possess a high school diploma or GED; pass math classification test with minimum score of 75%; pass drug screen prior to indenturing.

Maintenance Plumber

Career Objective: Plumber

Pipefitter

Career Objective: Plumber indenturing

Plumber

Career Objective: Plumber

Refrigeration and Air Conditioning Mechanic

Career Objective: Refrigeration and Air Conditioning Mechanic

Point Loma Nazarene University Extension

2100 21st Street, Suite 100
Bakersfield, CA 93301-3713

Phone: (661) 321-3480

Fax: (661) 321-3489

Internet URL: <http://www.ptloma.edu>

E-Mail: bakersfield@ptloma.edu

Accredited by: Western Association of Schools and Colleges (WASC) and California Commission on Teacher Credentials (CCTC)

Services Provided:

Financial Aid/Assistance
Career Counseling
Academic Advising
Public Transit Nearby

Degree Programs:

Graduate

Educational Leadership
Preliminary Administrative Services Credential
Teacher Credential
Teaching/Learning/Technology

Proteus, Inc.

1427 South Lexington, Suite 2

Delano, CA 93215-9700

Phone: (661) 725-0803

Fax: (661) 725-5638

Internet URL: <http://www.proteusinc.org>

E-Mail: proteus@proteusinc.org

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance

Career Counseling

Certificate Program:

General Merchandising and Retail

Objective: Sales Associate/Clerk/Cashier

Approximate Cost: None

Duration: 17 weeks

Open Entry/Exit: Yes

Entry Requirements: Eligible for services under the Workforce Investment Act (WIA); reading and math skills at or above 8th grade level; English proficiency; 18 years of age or older

Prudential America West School of Real Estate

1820 Westwind Drive

Bakersfield, CA 93301-3027

Phone: (661) 334-4000

Fax: (661) 334-4140

Internet URL: <http://www.pruamericawest.com>

E-Mail: kallison@pruamericawest.com

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance

Career Counseling

Distance Learning

Public Transit Nearby

Prudential America West School of Real Estate (continued)

Certificate Program:

Principles of Real Estate

Career Objective: Real Estate Agent

Approximate Cost: \$195

Duration: 4 Weeks

Open Entry/Exit: Yes

Entry Requirements: 18 years of age or older

Ridgecrest School of Law

115 North Balsam Street

Ridgecrest, CA 93555-3818

Phone: (760) 371-9121

Fax: (760) 375-9115

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Veterans Services

Career Counseling

Academic Advising

Public Transit Nearby

Degree Program:

Graduate

Juris Doctorate

Ridgeview High School

8501 Stine Road

Bakersfield, CA 93313-9331

Phone: (661) 398-3100

Fax: (661) 398-9758

Internet URL: <http://www.khsd.k12.ca.us/ridgeview>

E-Mail: padavis@khsd.k12.ca.us

Accredited by: Western Association of Schools and Colleges (WASC)

Ridgeview High School (continued)

Services Provided:

Career Counseling
Academic Advising
Public Transit Nearby

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must apply for program at the end of their freshman year and begin program in the fall of their sophomore year. Students must provide own transportation to community classroom sites. Upon graduation, students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. For more information, call (661) 398-3100.

Information Technology Academy

Career Objective: Computer Technology related occupations
Duration: 3 years
Entry Requirements: Sophomore standing (college prep classes), complete application and interview process

Ruggenberg Career Center

610 Ansol Lane
Bakersfield, CA 93306-6512

Phone: (661) 366-4401

Fax: (661) 363-0828

E-Mail: Lu_Fleming@khsd.k12.ca.us

Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program

Ruggenberg Career Center (continued)

Certificate Programs:

Unless noted otherwise, all programs are at no cost to eligible students, the duration of each program varies, the programs are not open entry/exit, students must be high school age (up to 22 years of age) with special needs or disabilities, call (661) 366-4401 for more information.

Automobile Detailer
Food Service Worker
Furniture Repair
Janitor
Landscape Maintenance
Motel Laundry and Houseman/Housewoman
Office Computer Applications
Retail Sales Clerk

San Joaquin Valley College, Inc.

201 New Stine Road
Bakersfield, CA 93309-2668

Phone: (661) 834-0126

Fax: (661) 834-1021

Internet URL: <http://www.sjvc.com>

E-Mail: BillL@sjvc.com or MichelleH@sjvc.com

Accredited by: Western Association of Schools and Colleges (WASC) and
Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby

Certificate and Degree Programs:

Note: Completion of the 30-week program results in a certificate. Completion of the 60-week program results in an Associate degree. Unless noted otherwise, all programs cost approximately \$18,100, are 60 weeks in duration, are open entry/exit, students must possess a high school diploma or GED, and complete testing and assessment by San Joaquin Valley College, Inc.

San Joaquin Valley College, Inc. (continued)

Administrative Office Professional

Career Objective: Office Manager/Administrative Assistant

Business Administration

Career Objective: Business Related Occupations

Clinical and Administrative Medical Assistant

Career Objective: Medical Assistant

Entry Requirements: Must pass physical exam, submit results of TB test and evidence of tetanus vaccination

Corrections - Criminal Justice

Career Objective: Corrections Officer/Jailer

Entry Requirements: 21 years of age or older; no felony convictions or be prohibited from possessing a firearm; no convictions of illegal use or sales of any narcotic or drugs; U.S. citizen; valid California driver's license; evidence of physical fitness; must have a handgun and holster to participate in range training; must qualify on written career assessment and obtain satisfactory score on profile assessment; must pass appraisal interview

Dental Assistant

Career Objective: Dental Assistant

Entry Requirements: 18 years of age or older; fingerprint and background check; TB skin test; Hepatitis B series; minimum score of 119 on Career Programs Assessment Test (CPAT); "calculus free" statement from applicant's dentist

Emergency Safety Management

Career Objective: Security System Technician

Approximate Cost: \$9,000-\$18,100

Duration: 30-60 weeks

Entry Requirements: 18 years of age or older; no felony convictions; pass acceptance interview

Health Care Insurance Specialist

Career Objective: Medical Billing Occupations

Entry Requirements: Must pass physical exam, submit results of TB test and evidence of tetanus vaccination; completion of CPR and First Aid training

San Joaquin Valley College, Inc. (continued)

Information Systems Engineering

Career Objective: Computer Related Occupations

Approximate Cost: \$19,200

Open Entry/Exit: No

Entry Requirements: Passing score on the Computer Skills Assessment test and an interview with the program director

Refrigeration and Air Conditioning Technology

Career Objective: Refrigeration and Air Conditioning Technician

Entry Requirements: Valid California driver's license with no DUI convictions for the past 3 years; interview with the program director

Respiratory Care Practitioner

Career Objective: Respiratory Care Practitioner

Approximate Cost: \$24,800

Duration: 90 weeks

Open Entry/Exit: No

Entry Requirements: Pass program specific entrance and placement exams; written and oral assessment; evaluation of past academic achievement (grade of "C" or higher); must possess attributes of physical fitness, manual dexterity, moral integrity and problem solving abilities; medical clearance from a physician

Surgical Technology

Career Objective: Surgical Technician/Assistant

Approximate Cost: \$19,400

Open Entry/Exit: No

Entry Requirements: Must pass physical exam, submit results of TB test and evidence of tetanus vaccination

Santa Barbara Business College

211 South Real Road

Bakersfield, CA 93309-2139

Phone: (661) 835-1100

Fax: (661) 835-0242

Internet URL: <http://www.sbbcollege.com>

E-Mail: sbbcbk@aol.com

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Santa Barbara Business College (continued)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Career Counseling
Academic Advising
Public Transit Nearby

Certificate Programs:

Unless noted otherwise, all programs are open entry/exit, students must pass the Wonderlic Basic Skills Test (WBEST).

Administrative Business Systems

Career Objective: General Office Worker
Approximate Cost: \$6,300
Duration: 36 weeks (day classes)
36 weeks (night classes)

Business Administration

Career Objective: Entry Level Accounting Occupations
Approximate Cost: \$7,500
Duration: 42 weeks (day classes)

Computerized Accounting Systems

Career Objective: Bookkeeper/Accounting Clerk
Approximate Cost: \$6,100
Duration: 36 weeks (day classes)
36 weeks (night classes)

Legal Office Systems

Career Objective: Legal Secretary
Approximate Cost: \$6,100
Duration: 36 weeks (day classes)

Medical Assistant

Career Objective: Medical Assistant
Approximate Cost: \$8,900 plus \$150 for uniforms
Duration: 50 weeks (day classes)
50 weeks (night classes)

Medical Office Systems

Career Objective: Medical Office Worker
Approximate Cost: \$6,100
Duration: 36 weeks (day classes)
36 weeks (night classes)

Network Systems Administrator

Career Objective: Network Technician
Approximate Cost: \$7,500
Duration: 36 weeks (night classes)
Entry Requirements: Pass basic verbal and quantitative skills test; pass basic DOS and Windows test

Sierra Saddlery School

336 North Warren Street

Bishop, CA 93514-2632

Phone: (760) 873-8430

Internet URL: <http://www.sierrasaddleryschool.com>

E-mail Address: sierrasaddleman@hotmail.com

Accredited By: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby

Certificate Program:

Saddlemaking

Career Objective: Saddle Maker
Approximate Cost: \$7,200
Duration: 10 weeks
Open Entry/Exit: Yes
Entry Requirements: 16 years of age or older

Sierra Safety Training Center

P. O. Box 42216

Bakersfield, CA 93384-2216

7001 McDivitt Drive, Suite D

Bakersfield, CA 93313-2030

Phone: (661) 827-0115

Fax: (661) 827-0558

E-Mail: sierrasafetytrainingcenter@juno.com

Accredited By: Emergency Medical Service

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby
Learning Disabilities Program

Certificate Programs:

Unless noted otherwise, all programs are open entry/exit.

40-Hour Hazmat

Objective: Hazardous Waste Technician
Approximate Cost: \$450
Duration: 3 weeks
Open Entry/Exit: yes
Entry Requirements: 18 years of age or older

Sierra Safety Training Center (continued)

Certificate Programs: (continued)

CPR/First Aid

Objective: CPR Certification
Approximate Cost: \$35
Duration: 8 hours
Open Entry/Exit: Yes

Environmental Science

Objective: Asbestos/Lead Abatement Technician
Approximate Cost: \$450
Duration: 40 hours
Open Entry/Exit: Yes

Quality Control and Safety Technician

Objective: Accident Prevention Technician
Approximate Cost: \$450
Duration: 40 hours
Open Entry/Exit: Yes

Other Programs:

Call (661) 827-0115 for information on the following programs.

Back Safety
Bloodborne Pathogens
Confined Space Entry
Defensive Driving
Drug Screening for Employees
Excavation and Treating
Federal Railroad Administration Courses (3)
Forklift Operator
Forklift Operator Recertification
40-Hour Hazmat Recertification
Hand Safety
Hazard Communication
Hideroy Crane Training
Hydrogen Sulfide (H₂S Gas) Training
Machine Operator
Personal Protection Equipment
Pulmonary Function Testing
Respirator Fit Test
Respiratory Protection
Road Worker/Lone Worker
Self-Contained Breathing Apparatus (SCBA)
Watchman/Lookout
Water Safety

Sierra Sands Unified School District (Adult School Program)

140 West Drummond Avenue

Ridgecrest, CA 93555-3118

Phone: (760) 446-5872

Fax: (760) 499-7053

Internet URL: <http://www.ssusd.org>

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Academic Advising
ESL Courses

Certificate Programs:

Unless noted otherwise, all programs are at no cost to eligible students, approximately 17 weeks in duration, programs are not open entry/exit, and students must be 16 years of age or older.

Automotive Repair

Career Objective: Automotive Mechanic

Ceramics 1 & 2

Career Objective: Ceramics Artist
Approximate Cost: \$30 + \$20 materials fee

Computer Repair

Career Objective: Computer Repair Technician

Cook

Career Objective: Cook/Food Preparation Worker

Computer Applications

Career Objective: Word Processor/Computer Operator/
Clerical Worker
Approximate Cost: \$30

Firefighter

Career Objective: Fire Technologist/Fire Service/
Fire Protection Technologist

Graphics Designer

Career Objective: Graphic Designer/Graphic Artist
Approximate Cost: \$20 materials fee

Medical Careers

Career Objective: Medical Assistant/Medical Records
Technician/Pharmacy Assistant/
Phlebotomist

Sierra Sands Unified School District (Adult School Program) (continued)

Certificate Programs: (continued)

Wood I, II

Career Objective: Entry level Carpenter

Approximate Cost: \$30 plus \$20 materials cost

South High School

1101 Planz Road

Bakersfield, CA 93304-6199

Phone: (661) 831-3680

Fax: (661) 837-2756

Internet URL: <http://www.khsd.k12.ca.us/south/>

E-Mail: smim33@khsd.k12.ca.us

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance

Career Counseling

Academic Advising

Public Transit Nearby

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must furnish own transportation to community classroom sites. Upon graduation, students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. For more information, call (661) 831-3680.

Criminal Justice

Career Objective: Criminal Justice Related Occupations

Duration: 3 years

Southern Illinois University Extension

140 Methusa Avenue

Edwards Air Force Base, CA 93524-1400

Phone: (661) 258-7357

Fax: (661) 258-8737

Internet URL: <http://www.siu.edu/>

E-Mail: gpehlvanian@hotmail.com

Accredited By: North Central Association of Colleges
and Schools National Association of
Industrial Technology

Services Provided:

Financial Aid/Assistance

Job Placement Assistance

Veterans Services

Career Counseling

Degree Program:

Undergraduate

Industrial Technology

Southern Kern Unified School District Adult School

3082 Glendower Street

P. O. Drawer CC

Rosamond, CA 93560-0640

Phone: (661) 256-5090

Fax: (661) 256-6868

E-Mail: reubanks@skusd.k12.ca.us

Accredited by: Western Association of Schools
and Colleges (WASC)

Services Provided:

Job Placement Assistance

Career Counseling

Distance Learning

Academic Advising

ESL Courses

Community Based English Tutoring (CBET)

GED Assistance

Southern Kern Unified School District Adult School (continued)

Certificate Program:

Word Processing/Office Procedures

Career Objective: Entry-level Clerical Occupations
Approximate Cost: None
Duration: 1 semester
Open Entry/Exit: Yes
Entry Requirements: 18 years of age or older

Stockdale High School

2800 Buena Vista Road
Bakersfield, CA 93311-9791

Phone: (661) 665-2800

Fax: (661) 665-0914

Internet URL: [http://www.khsd.k12.ca.us/
stockdale/](http://www.khsd.k12.ca.us/stockdale/)

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Job Placement Assistance
Career Counseling
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program
ESL Courses

California Partnership Academies Program:

Note: The California Partnership Academies Program is for high school students only. Students must furnish own transportation to community classroom sites. Upon graduation students may go to a college or university or move directly into the workplace. The academy background will give these students an advantage in pursuing a job or advanced education. For more information, call (661) 665-2800.

Health Careers

Career Objective: Health Related Occupations
Duration: 3-4 years
Entry Requirements: Interest in the health profession, pass interview with counselor, TB screening

Taft College

29 Emmons Park Drive

Taft, CA 93268-2317

Phone: (661) 763-7700

Fax: (661) 763-7705

Internet URL: <http://www.taft.cc.ca.us>

E-Mail: sliddell@taft.org

Accredited by: Western Association of Schools and
Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
On-site Child Care
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby
Disabled Student Services
Learning Disabilities Program
ESL Courses
GED Assistance

Associate Degree Programs:

Note: Associate Degree programs require a minimum of 60 units, or two years/four semesters of study for full-time students. As of July 1999, all California residents are charged a state-mandated enrollment fee of \$11 per unit.

Accounting
Art
Automotive Technology
Business Administration
Computer Science
Criminal Justice Administration
Dental Hygiene
Early Childhood Education
Engineering
English
General Business
Industrial Arts
Industrial Technology
Information Management
Journalism
Liberal Arts
Life Science
Mathematics
Office Technology
Petroleum Technology
Physical Education
Physical Science
Secretarial
Social Science

Taft College (continued)

Certificate Programs:

Unless noted otherwise, most programs are \$11 per unit, 2 semesters in duration, are not open entry/exit, and students must be adults.

Basic Oilfield Training (6 Weeks)

Career Objective: Well Service Worker/Roustabout
Approximate Cost: \$3,900
Duration: 240 hours
Entry Requirements: 18 years of age or older; pass drug screen and physical exam; DMV printout; valid California driver's license

Correctional Officer Core Course

Career Objective: Corrections Officer/Jailer
Duration: 1 semester
Entry Requirements: No felony conviction(s)

Early Childhood Education

Career Objective: Child Care Worker/Preschool Teacher

Electronic Publishing Design (Desktop Publishing)

Objective: Desktop Publishing/Graphic Artist
Duration: 3-4 semesters

Family Child Care Certificate

Career Objective: Licensed Home Child Care Provider
Approximate Cost: \$90 application fee
Duration: 108 hours

Graphic Design Certificate

Career Objective: Layout, Design and Publications Specialist
Duration: 3-4 semesters

Information Management Certificate of Completion

Career Objective: Entry-level General Clerical Occupations/Computer
Open Entry/Exit: Yes

Information Management Certificate of Achievement

Career Objective: Intermediate level General Clerical Occupations/Computer Occupations
Open Entry/Exit: Yes

Information Management Certificate of Proficiency

Career Objective: Call for information
Duration: 4 semesters
Open Entry/Exit: Yes

Office Technology Certificate of Completion

Career Objective: Entry-level Clerical Occupations
Duration: Call for information
Open Entry/Exit: Yes

Office Technology Certificate of Achievement

Career Objective: Entry-level Clerical Occupations
Open Entry/Exit: Yes

Certificate Programs: (continued)

Office Technology Certificate of Proficiency

Career Objective: Entry-level Clerical Occupations
Duration: 4 semesters
Open Entry/Exit: Yes

Petroleum Technology (various emphases)

Career Objective: Petroleum Industry Related Occupations

Pumping Unit Mechanic/Maintenance

Career Objective: Entry-level Pump Mechanic
Approximate Cost: \$2,700
Duration: 160 hours
Entry Requirements: 18 years of age or older; pass drug screen and physical exam; DMV printout; valid California driver's license

Web Site Production

Career Objective: Web Site Designer
Duration: 3 semesters

Welding

Career Objective: Welder

Other Programs:

Call (661) 763-5161 for information on the following programs.

AB508 - Hospital Security
Basic Drilling
Basic Workover
Basic Drilling & Workover Combination
Basic Employee Safety Training
Bloodborne Pathogens
BOP Equipment and DOGG Regulations
Confined Space Rescue
Confined Space Supervisor Training
Confined Space Entrant and Attendant Training
Defensive Driving Course
Drug Identification and 11550 H2S
Emergency Procedures
Facility and Inmate Searches
Fire and Line Safety
Fire Extinguisher Training
Forklift Training
40-Hour Site Worker Training
H2S and Self Contained Breathing Apparatus (SCBA)
HAZWOPER Operational
HAZWOPER Refresher Annual Training
Medic First Aid Basic
Medic First Aid Refresher
PC 832 Arrest & Control
Pediatric Medic First Aid Basic
Pediatric Medic First Aid Refresher
POST Firearms
Sexual Harassment Prevention
Staff/Inmate Relations

Taft College (continued)

Other Programs: (continued)

Suicide Prevention
Supervisors Core Course
Use of Force and Other Civil Liabilities
Weaponless Defense and Control Techniques
Well Control for Floorhands

Tehachapi Unified School District

711 Anita Drive
Tehachapi, CA 93561-1598
Phone: (661) 822-2130
Fax: (661) 822-2207
Internet URL: <http://www.teh.k12.ca.us>
E-Mail: tbarker@teh.k12.ca.us
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Career Counseling
Academic Advising
Public Transit Nearby
Disabled Student Services

Certificate Programs:

Unless noted otherwise, most programs are at no cost to eligible students, 1 year in duration, are not open entry/exit, and students must be at least 16 years of age.

Criminal Justice

Career Objective: Criminal Justice Related Occupations

Greenhouse Management and Landscaping

Career Objective: Landscaping or Nursery Worker

Microsoft Office Suite

Career Objective: Computer Related Occupations
Duration: 6 months

Retail Marketing

Career Objective: Retail Occupations

Visual Communications and Graphics

Career Objective: Desktop Publishing/Graphic Arts

Wind Turbine Technician

Career Objective: Wind Turbine Technician

Union Truck Driving School

2201 South Union Avenue
Bakersfield, CA 93307-4157

Phone: (661) 827-9010

Fax: (661) 396-9884

Accredited by: Bureau for Private Postsecondary and Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Career Development
Academic Counseling
Public Transit Nearby
Disabled Student Services

Certificate Program:

Truck Driving

Career Objective: Truck Driver
Approximate Cost: \$3,000
Duration: 160 hours
Open Entry/Exit: Yes
Entry Requirements: 18 years of age or older

University of LaVerne Extension

1600 Truxtun Avenue, Suite 120
Bakersfield, CA 93301-0153
Phone: (661) 328-1430 or (800) 695-4858
Ext. 5220

Fax: (661) 328-1378

Internet URL: <http://www.ulv.edu>

E-mail: haughtl@ulv.edu

Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Financial Aid/Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising
Public Transit Nearby

University of LaVerne Extension (continued)

Degree Programs:

Undergraduate

Business Administration
Liberal Studies
Organizational Management
Public Administration

Graduate

Business Administration
Education
Educational Leadership
Educational Management
Leadership and Management (with concentrations)

Credential Programs

Multiple Subject (Elementary)
Preliminary Administrative Services
Professional Administrative Services
Pupil Personnel Services
Reading and Language Arts Specialist
Single Subject (Secondary)
Special Education Specialist: Learning Handicapped

University of Phoenix – Bakersfield Campus

4900 California Avenue, Tower A, Suite 300,
Bakersfield, CA 93309-7018

Phone: (661) 633-0300 or (888) 828-2755

Fax: (661) 633-2711

Internet URL: <http://www.phoenix.edu>

E-Mail: dkwatson@apollogrp.edu

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Financial Aid/Assistance
Job Placement Assistance
Veterans Services
Academic Advising
Public Transit Nearby
Disabled Student Services

University of Phoenix – Bakersfield Campus (continued)

Degree Programs:

Note: All undergraduate programs require a high school diploma or GED. Students must be 23 years of age or older (with some exceptions). They must also have access to a work environment. Cost is \$312 per credit. Graduate programs require an undergraduate degree with a 2.5 grade point average or better and 3 plus years of work experience. Cost is \$381 per credit.

Undergraduate

Business Accounting
Business Administration
Business Management
Business Marketing
E-Business
Human Services
Nursing (for current R.N.'s only)

Graduate

Accounting
Business Administration
E-Business
Global Management
Nursing
Organizational Management
Technology Management

University of Phoenix - Edwards Air Force Base Campus

140 Methusa Avenue

Edwards Air Force Base, CA 93524-1400

Phone: (661) 258-5916 or (800) 888-1968

Fax: (661) 258-5917

Internet URL: <http://www.phoenix.edu>

E-Mail: geesmond@apollogrp.edu

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

University of Phoenix - Edwards Air Force Base Campus (continued)

Services Provided:

Financial Aid/Assistance
Veterans Services
Career Counseling
Distance Learning
Academic Advising

Degree Programs:

Undergraduate

Business Administration
Business Management

Webster University Extension

140 Methusa Avenue, 95 MSS/DPEE
Edwards AFB, CA 93524-1400
Phone: (661) 258-8501
Fax: (661) 258-8507
Internet URL: <http://www.websteruniv.edu/>
E-Mail: duggand@webster.edu
Accredited by: North Central Association of Colleges and Schools (NCACS)

Services Provided:

Financial Aid/Assistance
Veterans Services
Distance Learning
Academic Advising

Degree Program:

Graduate

Business Administration

West Side Regional Occupational Program

515 Ninth Street
P. O. Box 1337
Taft, CA, 93268-1337
Phone: (661) 765-7185
Fax: (661) 765-7187
E-Mail: dcloud@zeus.kern.org
Accredited by: Western Association of Schools and Colleges (WASC)

Services Provided:

Career Counseling
Academic Advising
Public Transit Nearby

Certificate Programs:

Note: The Regional Occupational Program (ROP) is open to high school students 16 years or older and, if openings exist, to adults on a first come first serve basis. The program may be considered open entry/open exit, and may require fees for adults. Unless noted otherwise, most programs are 2 semesters in duration. Classes are subject to availability and subject to change without advanced notice. Contact the ROP office at (661) 765-7185 for information on classes, fees and training site locations. Students must provide own transportation to community classrooms sites.

Applied Office Skills Lab

Career Objective: Data Processor/File Clerk/Receptionist/
Word Processor

Automotive Technology

Career Objective: Mechanic/Tune-Up Technician/Front-end
and Brakes Mechanic

Commercial Photography

Career Objective: Commercial Photographer/Photo
Processor/Developer

Commercial Print

Career Objective: Desktop Publisher/Book Binder/
Typesetter/Shop Maintenance/Printing
Press Operator

Construction Trades

Career Objective: Apprentice Construction Worker

West Side Regional Occupational Program (continued)

Certificate Programs: (continued)

Cosmetology

Career Objective: Cosmetologist/Manicurist/Pedicurist/
Esthetician
Duration: 1,600 hours

Food Preparation and Service

Career Objective: Food Preparation Worker/Waiter/
Waitress/Bus Person

Retail Marketing

Career Objective: Salesperson

Western Truck School

3550 Fruitvale Avenue
Bakersfield, CA 93308-5106

Phone: (661) 588-4429

Fax: (661) 588-4769

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Veterans Services
Career Counseling
Public Transit Nearby

Certificate Program:

Unless noted otherwise, most programs cost approximately \$4,495, are 160 hours (4 weeks) in duration, are not open entry/exit, and students must be 18 years of age or older, must pass Ability to Benefit test, pass Admissions Test; read, write and comprehend English; pass Department of Transportation physical, provide DMV printout, and pass drug screen.

Tractor/Trailer Operator

Career Objective: Truck Driver

Class A Truck Driver

Career Objective: Truck Driver (Class A)

Class B Truck Driver

Career Objective: Truck Driver (Class B)
Approximate Cost: \$2,495
\$2,695 (with passenger endorsement)
Duration: 40 hours

Zoom Graphics

2920 "F" Street, Suite D9

Bakersfield, CA 93301-1829

Phone: (661) 324-5739

Fax: (661) 324-3043

Internet URL: www.zoomgfx.com

E-Mail: zoom@lightspeed.net

Accredited by: Bureau for Private Postsecondary and
Vocational Education (BPPVE)

Services Provided:

Job Placement Assistance
Career Counseling
Public Transit Nearby

Certificate Programs:

Unless noted otherwise, most programs cost \$6,480, are 540 hours (18 weeks) in duration, are open entry/exit, students must possess a high school diploma or GED in progress, pass an entrance exam and oral interview.

Animation/3D Studio Max

Career Objective: Professional Animator/Computer
Graphics

Computer Aided Drafting Level I

Career Objective: Drafting Technician/CAD Operator
Approximate Cost: \$5,280
Duration: 360 hours (12 weeks)
Entry Requirements: Previous drafting or computer
knowledge

Computer Aided Drafting Level II

Career Objective: Drafting Technician/CAD Operator
Entry Requirements: Previous drafting or computer
knowledge

Graphic Design

Career Objective: Desktop Graphic Design Technician
Approximate Cost: \$5,880
Duration: 450 hours (15 weeks)

Graphic and Web Design

Career Objective: Web Page Designer

Medical Insurance Billing Level I

Career Objective: Medical Billing, Cost and Rate Clerk
Approximate Cost: \$4,880
Duration: 240 hours (12 weeks)

Medical Insurance Billing Level II

Career Objective: Medical Billing, Cost and Rate Clerk
Approximate Cost: \$6,080
Duration: 360 hours (18 weeks)